



## **Election Work Opportunities**

**Competent and reliable individuals are invited to apply for the following temporary (contract) positions.**

**Elections Saskatchewan is looking for dedicated people THAT WANT TO EARN MONEY by helping run fair, efficient, accessible elections.**

**Protecting our right to vote is an important job, and being part of the electoral process can be a rewarding experience.**

**Apply for the following positions:**

# **Information Officer**

**The duties of the Information Officer are to:**

- ensure problem-free movement of voters in and out of the polling station;**
- ensure that voters remain within the designated areas of the polling station;**
- provide directions to entrance and exit doors of the polling station;**
- prohibit non-voters from entering the polling location (e.g. media); and**
- possibly act as a replacement for Poll Clerks or Deputy Returning Officers if either is unable to provide their services on Election Day.**

**To qualify for this position you:**

- have strong interpersonal skills;**

- are available to work from 9:00 a.m. to 8:00 p.m. on Election Day.

## **POLL CLERK**

**If the Deputy Returning Officer cannot continue working, the Poll Clerk acts as their replacement and would provide the Deputy Returning Officer's services. The Poll Clerk's duties are to record voters' names and any oaths taken in the poll book; assist the Deputy Returning Officer at the poll.**

**Please refer to Deputy Returning Officer for qualifications for this position.**

## **DEPUTY RETURNING OFFICER**

**The Deputy Returning Officers ensure that voters are able to arrive at their assigned poll, mark their ballots and depart with ease.**

**Duties include:**

- **managing the poll;**
- **administering required oaths;**
- **handing out ballots;**
- **depositing ballots in ballot box after marked by voter;**
- **assisting voters in marking ballots as required;**
- **supervising the voting process;**
- **closing the poll;**
- **performing the count of ballots;**
- **filling out the records of the poll; and**
- **returning the ballot box and supplies to the returning office space or give them to the messenger to do so.**

**To qualify as a Deputy Returning Officer you:**

- are an eligible voter in the constituency where you will act as a Deputy Returning Officer;
- are at least 18 years of age as of Election Day;
- are a Canadian citizen as of Election Day;
- have lived in Saskatchewan for at least 6 months immediately prior to the day the writ of election is issued; and
- are available for training and to work a 13-14 hour day.

## **ADMINISTRATIVE ASSISTANT**

**The Administrative Assistant is usually the first contact a voter has when calling or visiting the returning office. The Returning Office is open 9:00 a.m. to 7:00 p.m. Monday to Friday with shorter weekend hours for the entire election period. Actual hours or possible job-sharing arrangements may be worked out with the Returning Officer.**

## **The duties of the Administrative Assistant include:**

- **acting as front-office receptionist, answer phones, greet visitors/voters;**
- **acting as Poll Clerk for Absentee Voting in the absence of the Returning Officer or Election Clerk;**
- **assisting to prepare supplies for training sessions;**
- **assisting the Returning Officer and Election Clerk where necessary.**

## **To qualify for this position you:**

- **have strong interpersonal skills;**
- **are computer literate with knowledge of Office software;**
- **are an eligible voter in the constituency where you will act as an Administrative Assistant;**

- are available to work approximately 8-12 hours per day from start of election period until the day after Election Day.

## **ENUMERATOR**

**An accurate and complete Voters' List is essential for Election Day.**

**Among other duties, the Enumerator will:**

- gather the names of eligible voters in the assigned polling division (door-to-door visits in almost all cases) and recording the information on the prescribed enumeration forms;
- keep records of all addresses enumerated and not enumerated; and
- drop off enumeration records to the Returning Officer.

**To qualify to work as an Enumerator you:**

- have good communication skills;

- are an eligible voter.

## **DATA ENTRY OPERATOR**

**Elections Saskatchewan needs Data Entry Operators for each of the province's 58 constituencies during a General Election. Duties of Data Entry Operators include entering voters' names, addresses and other information provided, into a computer-based system to complete the Voters' List.**

**To qualify for these positions you:**

- **have excellent computer (data entry) skills;**
- **possess strong attention to detail and accuracy;**
- **are available to work on "as needed" basis, up to 12 hours per day towards the end of enumeration;**
- **are an eligible voter.**

## **AUTOMATION COORDINATOR**

## **The Automation Coordinator's duties are to**

- check that the computer equipment in the Returning Office is properly set up by the equipment contractor;**
- train the Data Entry Operators;**
- field questions from the Data Entry Operators regarding ESPREE;**
- troubleshoot equipment issues; and**
- data enter results on Election night.**

## **To qualify for this position you:**

- have knowledge of word processing and spreadsheet applications;**
- are proficient with a computer;**
- have knowledge of web applications;**
- are able to transfer knowledge (training); and**

- **possess basic computer troubleshooting skills (printing, logging on, etc.).**

**Call Election Saskatchewan**

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**On November 7, 2011, Your Vote Counts**