

BY-ELECTION WORKER POSITION – 2021 MUNICIPAL BY-ELECTION

Application Deadline: 4:00 p.m., Monday, September 20, 2021

Mail your application to City Clerk's Office, City of Moose Jaw, 228 Main St. N., Moose Jaw, SK S6H 3J8 or Scan and email as an attachment to elections@moosejaw.ca or drop at City Hall - Commissionaire's Desk or drop box.

Individuals interested in applying for By-Election positions must demonstrate the following core competencies and be prepared to work long hours:

1. Basic literacy skills (reading, writing and comprehension)
2. Basic interpersonal skills, including the ability to exercise impartiality
3. Ability to serve voters that require assistance
4. Ability to perform repetitive tasks
5. Basic arithmetical skills
6. Basic analytical skills
7. Good attention to detail
8. Ability to adhere to directions and standards
9. Ability to learn in a short time frame

A valid email address is required for all By-Election workers. Communication to By-Election workers will be done by way of email.

I am interested in being appointed as a By-Election Official for the 2021 Municipal By-Election.

The personal information collected on this form is collected under the authority of Section 24 of The Local Authority Freedom of Information and Protection of Privacy Act and will be used to determine suitability of the applicant for hiring as a municipal election worker for contact purposes and for payment purposes. For more information, contact the City Clerk's Office at 306-694-4426.

*The following information is required in order to be considered:

Name: _____

Mailing Address:

City: _____ Prov.: _____ Postal Code: _____

Phone: _____ Email Address: _____

(over)

Date: _____

Signature: _____

I would prefer to work as a (you may indicate order of preference):

- _____ Poll Supervisor
- _____ Deputy Returning Officer (Ballot Receiving Officer)
- _____ Poll Clerk (Ballot Issuing Officer)

I am available to work on By-Election Day: Yes _____ No _____

I am available to work the Advance Polls: Yes _____ No _____

I am available to work the Hospital Special Poll: Yes _____ No _____

I am available to work the Mobile Poll: Yes _____ No _____

Election Experience:

I have previous Election experience: Yes _____ No _____

If yes, indicate whether you held the position of Poll Supervisor, Deputy Returning Officer or Poll Clerk:

- _____ 2020 Municipal & School Board Election
(Position)
- _____ 2018 Municipal & School Board By-Election
(Position)
- _____ 2016 Municipal & School Board Election
(Position)
- _____ Provincial Election(s)
(Position)
- _____ Federal Election(s)
(Position)
- Other Election (describe) _____

Total Number of Elections Worked (approximately) _____

Skills and Abilities:

BY-ELECTION WORKERS – 2021 MUNICIPAL BY-ELECTION

REMUNERATION

- Poll Supervisors \$270.00 per day
- Ballot Receiving Officers \$255.00 per day
- Poll Clerks \$250.00 per day

An additional \$50.00 will be paid for attending a mandatory training session.

2021 BY-ELECTION DATES

BY-ELECTION DAY: Wednesday, November 3, 2021

ADVANCE POLL DATES:

Tuesday, October 26, 2021 from 12:00 p.m. – 6:00 p.m.

Wednesday, October 27, 2021 from 12:00 p.m. – 6:00 p.m.

Thursday, October 28, 2021 from 12:00 p.m. – 6:00 p.m.

Saturday, October 30, 2021 from 12:00 p.m. – 6:00 p.m.

SPECIAL POLL:

Hospital Poll will be held on By-Election Day (November 3, 2021)

*Use of personal vehicle may be required. Mileage will be compensated.

MOBILE POLL:

Saturday, October 30, 2021 from 1:00 p.m. to 6:00 p.m.

*Use of personal vehicle may be required. Mileage will be compensated.

MANDATORY TRAINING SESSION:

Wednesday, October 6, 2021 (approx. 1.5 hrs)

NOTE: The City of Moose Jaw requests that every person wear a mask when attending or participating in the By-Election by voting, working, volunteering, supervising or in any other capacity, but the City of Moose Jaw will not be requiring individuals to wear masks unless there is a provincial mask mandate.

JOB DESCRIPTIONS

Poll Supervisor:

- Election experience preferred
- Must have personal transportation
- Required to work 12 – 14 hours on By-Election Day
- Inspect polling place prior to the By-Election
- Pick up supplies and contact election workers prior to By-Election Day
- On By-Election Day, responsible for setting up the polling place including posting of required notices and signs, checking voters are in correct polling place, monitoring election signs and voter behaviour, distributing supplies to workers, helping voters who require assistance, signing in candidates or agents, closing the poll, completing the statement of results for voting machines, packing up polling place and returning supplies to By-Election Office.

Deputy Returning Officer (Ballot Receiving Officer):

- Election experience preferred
- Must have personal transportation
- Required to work 12 – 14 hours on By-Election Day
- Required to pick up DS200 machine prior to By-Election Day, assemble the unit on By-Election Day and ensure it is fully operational
- Accept ballots within secrecy sleeve from voters
- Deposit marked ballots into the DS200 unit in accordance with defined procedures
- Monitor the DS200 unit throughout the day ensuring it is working properly
- Troubleshoot any error messages
- Ensure the secrecy of the ballot is maintained
- Generate the official results tape at the close of poll and complete required forms
- Transport the DS200 unit to the By-Election Office immediately after the close of poll.

Poll Clerk (Ballot Issuing Officer):

- No election experience required
- Required to work 12 – 14 hours on By-Election Day
- Assist the Poll Supervisor and DRO in setting up and operating the polling place
- Assist the Poll Supervisor to ensure voters are in the correct polling place and have brought identification
- Assist the Poll Supervisor and DRO in allowing voters to cast their ballots in an orderly fashion
- Register voters and issue ballots
- Monitor voting compartments, complete required forms, keep track of ballots
- Assist the Poll Supervisor and DRO to close the polls.