



EMPLOYMENT OPPORTUNITY
SADDLE HILLS COUNTY
**ELECTION PERSONNEL
TEMPORARY**

POSITION SUMMARY:

On Monday, October 16, 2017 Saddle Hills County will be conducting a Municipal Election. The voting station locations and number of personnel needed will be determined after Nomination Day on September 18, 2017.

MAIN RESPONSIBILITIES:

The Presiding Deputy Returning Officer (1 position for each voting station) responsibilities are:

- Supervising the overall conduct of the voting station including the opening and closing procedures.
- Completing and authorizing all election documents for the respective voting station.
- Delegation of duties and the supervision of the Deputy Returning Officers at the voting station.
- \$300.00/day plus mileage

The Deputy Returning Officer's (1 position for each voting station) responsibilities are:

- Attending the door of the voting station;
- Attending the greeting table;
- Attending the voter registration and identification table
- Attend the ballot issuing table
- Attend the ballot box or tabulator
- \$240.00/day plus mileage.

QUALIFICATIONS:

Must be 18 years of age or older. Experience with municipal elections is considered an asset but not mandatory. Ability to deal tactfully and courteously with the public. Must be available to attend a mandatory training session - dates to be determined. Place of voting stations will be determined after the Nomination Day. Hours of work will be October 16, 2017 from 8:00 a.m. to 9:00 p.m.

Applications will be accepted until September 29, 2017. Please send resumes marked "Personal and Confidential" to:

Election Personnel
Human Resources
Saddle Hills County
R.R. #1
Spirit River, AB
T0H 3G0
Phone: 780-864-3760
Fax: 780-864-3904
Email: careers@saddlehills.ab.ca