



Township of Edwardsburgh Cardinal
Election Assistants & Greeters
2022 Municipal & School Board Election

The Township is seeking applications for Election Assistants and Greeters to aid in conducting the 2022 Municipal and School Board Election to be held on October 24, 2022. The Election Assistants and Greeters will work closely with the Chief Electoral Officer (Clerk) and Deputy Clerk. Training will be provided to selected assistants.

JOB RESPONSIBILITIES – ELECTION ASSISTANT

- Attend mandatory training session(s)
- Assist in coordinating the materials, people and equipment necessary to conduct the election
- Assist with maintaining and updating the voters' list on Election Day
 - Assist electors who are not on the voters' list to be added or correct/alter their information on the voters' list
 - Assist electors who do not have proper identification to complete a Declaration of Identity
 - Once identification has been verified, the Election Assistant will strike the voter from the voters' list and provide them their ballot(s). The voter will then be directed to the voting screen where they can mark their ballot(s)
- Perform duties associated with position such as voter list management, provision of ballots and directing or responding to questions
 - Striking voters off the Voters' list and distributing the appropriate ballot(s) to each elector
- Assist with election communications
- Assist with ballot counting following the close of voting
- Assist in the setting up and closing of the voting location
- Perform all other duties as assigned by the Clerk or Deputy Clerk during the conduct of the election.

JOB DESCRIPTION – GREETER

- Attend mandatory training session(s)
- Assist in coordinating the materials, people and equipment necessary to conduct the election

Election Assistant & Greeter 2022 Municipal & School Board Election

- Assist with directing electors to the appropriate election assistant
- May be required to ask COVID screening questions before permitting electors to enter the voting location (subject to Provincial and local regulations at the time of Election Day)
- To help streamline the process, the greeters will ensure that electors have their voter cards and identification before they approach an election assistant
- Assist in the setting up and closing of the voting location
- If lineups exist, greeters will ensure chairs are available for those who may require assistance

QUALIFICATIONS – ELECTION ASSISTANT

- Knowledge of municipal government and election processes
- Experience and competency with use of technology such as touch screens, laptops and printers and associated software (with training)
- Strong computer skills required to add electors to, and/or make corrections to the voters' list from the electronic system
- Strong computer skills required to locate and strike off electors from the electronic voters' list
- Experience as government election assistant/greeter an asset
- Excellent inter-personal and communication skills
- Valid "G" Driver's license and access to vehicle an asset

QUALIFICATIONS – GREETER

- Knowledge of municipal government and election processes
- Experience and competency with use of technology such as touch screens, laptops and printers and associated software (with training)
- Experience as government election assistant/greeter an asset
- Excellent inter-personal and communication skills
- Valid "G" Driver's license and access to vehicle an asset

SKILLS

- Ability to deal tactfully and courteously with the public
- Strong organizational skills
- Ability to work under pressure and accurately follow procedures
- Ability to effectively provide instruction
- Strong mathematical and analytical abilities, including the ability to print and complete forms legibly
- Attention to detail