

REVISING AGENT (RevA)

Employment Period: During the election period to assist with targeted revision. Hours will vary with electoral district requirements.

RevAs may also be assigned to work at the advance and / or ordinary poll, or may be assigned to assist with the counting of Special Ballots in the Returning Office on polling day.

Hours:

Ordinary Poll: 7:30 AM to approx. 9:00 PM (or to completion of count); polls are open 8:00 AM to 8:00 PM

Advance Poll: 7:30 AM to approx. 9:00 PM daily during the advance poll

Returning Office: As assigned

Revising Agents may work at both the ordinary and advance polls.

Overview:

At the Returning Office, the Revising Agent may conduct targeted revision or other registration activities as assigned by the RO.

At the polls, the Revising Agent is responsible for the registration station. Electors who have not registered, or who need to update their registration, will complete the appropriate forms and meet the identification requirements prior to proceeding to a polling station to vote.

RevAs will also support the IRO in polling place operations when available.

Primary Duties:

- Opens the registration station at a polling place at advance or ordinary polls
- Processes registrations ensuring authorized identification is provided by the elector before completing the registration form, and then directs the electors to their polling station
- Takes Declarations, if necessary
- Maintains a Polling Place Activity Log
- May be enlisted to assist with the closing of the polling place and with witnessing the counting of ballots

Experience & Skills Required:

- Comfortable with enumeration in the field
- Basic English literacy and language skills and neat hand writing
- Patient when interacting with a variety of people during a long day; remain polite, courteous and professional
- Ability to understand and follow directions and written instructions

- Excellent verbal communication skills to welcome and assist electors
- Good interpersonal skills to provide good customer service and treat electors with respect
- Good attention to detail

Working Conditions:

- At the polls RevAs may work up to a 14-hour day. Must be prepared to arrive early to set up the registration station, and then assist electors with completing their registration forms.
- RevAs must bring their own non-perishable meals and beverages. RevAs are not able to leave the polling place and there may not be any cooking or refrigeration facilities available.
- As RevAs sit for long periods, they should dress comfortably but neatly and may wish to bring a cushion.