



JOB DESCRIPTION

REVISING AGENT

ABBREVIATION: 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

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 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:

- Visits new developments or high mobility areas as directed by the RevO to conduct Targeted Revision
- Completes the registration form to register or correct an elector's information when in the field, door to door
- Completes the registration form to register or correct an elector's information when in the field at institutions, care homes or outreach kiosks
- 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, and maintains records
- May be enlisted to assist with the closing of the polling place and with witnessing the counting of ballots
- If not working at the polls, may be enlisted to assist with the counting of Special Ballots in the RO office on polling day

EXPERIENCE AND 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:

- RevAs works in the field going door to door in newly developed and high mobility areas, as directed by the RevO or RO.
- 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 be 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.

REQUIRMENTS FOR ALL ELECTIONS YUKON POSITIONS:

- Must be an eligible elector: Canadian citizen, resident of Yukon for 12 months as of polling day and at least 18 years old on polling day
- Must reside in the electoral district in which they work
- Must attend training
- Must respect privacy and confidentiality
- Must have the ability to be a non-partisan representative of Elections Yukon
- Must be voter-centric
- Must maintain a professional working relationship with all candidates, candidates' agents, scrutineers and members of the public

REMUNERATION (Rates subject to change)

Tasking at Poll: \$225

Tasking Outside Poll: Min Wage + \$3