



JOB DESCRIPTION

STANDBY ELECTION OFFICER

ABBREVIATION: SEO

EMPLOYMENT PERIOD: During the election period (when called)

- Ordinary Poll on Polling Day – One Day (usually a Monday), or
- Advance Polls – Two Days (Sunday and Monday the week before Polling Day)

Although unassigned, Standby Election Officers are trained for all positions at the polls, positions they may have to assume, except Information and Resource Officer (IRO). They will be assigned as needed by the Returning Officer (RO).

HOURS: As required for partial or full periods when polls are open. Minimum time is 3 hrs.

Ordinary Poll: 7:30 AM to approx. 9:00 PM (or to end 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. Polls are open 8:00 AM to 8:00 PM

The Standby Election Officer is trained to provide election operations continuity in the event of no-shows, relief, or additional capacity requirements.

As assigned by the RO, they will report to the Poll Supervisor at the polling place to assist with the opening set up and be available to take over as DRO or PC or any other position except IRO. They will remain at the poll to assist for the first three hours, or, when necessary, may be reassigned to another electoral district.

If assigned to step into another position, or if called back after the initial work, their total pay for the day will be at the rate of the position assigned.

PRIMARY DUTIES:

- Arrives at the polling place to assist with set-up and stay for at least 3 hours
- Steps into the position of a DRO, PC, Poll Assistant (PA) or RevA when and where there is a need
- Stays on call all of polling day to assist at other polling places as necessary

REPORTS TO:

- Assigned by the RO to a poll. At the poll, SEOs report to the poll supervisor.

REQUIREMENTS OF ALL ELECTION OFFICIALS

- 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

EXPERIENCE AND SKILLS REQUIRED:

- As required for the specific task (see job descriptions)
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy over a long day

WORKING CONDITIONS:

- SEOs are initially engaged for 3 hours; as available, the full day may be required. A polling day may be a 14-hour day
- Must be prepared to arrive early to set up the polling station and support election operations as required. This could include the counting of the ballots
- SEOs are to bring their own non-perishable meals and beverages. They may not be able to leave their polling station for set meal breaks and there may not be cooking or refrigeration facilities available
- As election officials sit for long periods, they should dress comfortably but neatly and may wish to bring a cushion

REMUNERATION (Rates subject to change)

- TBD – Min Wage + \$3 (\$18.10/hr) for 3 hrs. If assigned to a full day position, total pay for day is the fee of the position filed.