



EMPLOYMENT OPPORTUNITY

2021 Smoky Lake County Municipal Election Polling Station Worker

Poll workers staff polling stations, where electors go to vote in Smoky Lake County. During an election, poll workers are the front line contact who make it possible for electors to vote in an orderly fashion. Smoky Lake County is seeking up to 10 polling station staff for October 18, 2021.

We are committed to providing a safe environment for workers and electors, with health and safety measures in place at every polling place. Individuals interested in applying for these positions must demonstrate the following core competencies:

- Basic literacy skills (reading, writing and comprehension)
- Basic interpersonal skills, including the ability to exercise impartiality and patience
- Ability to serve electors with disabilities
- Ability to perform repetitive tasks
- Basic analytical skills
- Good attention to detail
- Ability to follow directions and adhere to standards and safety measures
- Ability to learn quickly
- Ability to work long days (at least 13 hours)

Some poll worker positions will also include:

- Standing for long periods of time
- Standing or sitting close to exterior doors where there could be inclement weather
- Checking the exterior of the polling place
- Completing detailed forms and paperwork with legible handwriting
- Counting ballots and basic arithmetic skills
- Ensuring polling station and materials are compliant to Alberta Health safety requirements

In addition to providing service at the polling station October 18, 2021, each worker will attend a ½ day of training October 13, 2021 and will be provided a lump sum total of \$175.00 in compensation.

Interested candidates are invited to submit their resumes and preferred polling station location, in strict confidence by noon **September 15, 2021** to:

Michelle Wright, *2021 Smoky Lake County Returning Officer*
Box 310 Smoky Lake, Alberta, T0A 3C0
Email: cedo@smokylakeregion.ca

The Polling Stations are located at Spedden, Vilna, Stry, Dickiebush, Warspite, Smoky Lake, Bellis, and Waskatenau.

We thank all applicants in advance, but only those selected for an interview will be contacted.