

## REGISTRATION OFFICIAL (RO) Job Description

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Registration Officials support the administration of voting at an assigned voting place during advance voting and/or on general election day. An Election Official may be assigned one or more roles as Greeter, Ballot Machine Attendant or Voter View Administration. Registration Officials ensure eligible voters receive good service and are able to place their vote in a timely fashion.

### Relationship to other Election Official Roles:

- The RO receives guidance and direction directly from the APEO for a majority of the work roles with final decision-capability residing with the PEO as the supervisor of the assigned voting place(s)

### Duties May Include:

- Provides excellent customer service to voters
- Performs voter strikeout on live voters list database
- Makes changes to existing registrations and registers new electors on live database. Performs voter strikeout of new voters once entered.
- Reads the voter declaration to the voter and has them sign the voter book
- Issues ballot and demonstrates how to mark if necessary
- Provides verbal instructions on inserting ballot into ballot box
- Confirms with voter the ballot has been accepted - thanks them for voting
- Handles issues of undervoted ballots; error on ballots; overvoted/blank ballots - requests APEO assistance if necessary
- Helps with setting up and clean-up of the voting place
- Performs other general tasks throughout the voting station as assigned by the PEO or APEO
- Attends mandatory training session

### Qualifications:

- Minimum of **16** years of age and legally entitled to work in BC
- Must be very comfortable with computers, conducting efficient and accurate online computer work
- Accurate typing speed of 30 wpm or higher
- Basic English literacy and language skills; fluency in a second language may be beneficial
- Previous experience as an Election worker would be an asset
- Knowledge of election processes and procedures would be an asset
- Ability to evaluate and fix minor issues with the database or ballot counting machine as well as judge when the issue needs to be escalated to the APEO for aid
- Must possess good mathematical, oral and written communication skills

**Experience and Skills required:**

- Demonstrated ability to deal tactfully and courteously with the public
- Excellent interpersonal skills and patience when interacting with a variety of people throughout a long workday
- Demonstrate a good understanding of the election process
- Possess good demonstrable practical computer skills
- Ability to be a non-partisan representative of the City of Vancouver
- Be detail-oriented
- Be able to follow directions and adhere to procedures
- Able to apply computer and election knowledge to new processes and procedures

**Compensation rates:**

- Training Allowance: \$53.00
- Advance Voting: \$250.00 per voting day
- Election Day: \$250.00 per voting day

**Special Working Conditions:**

- Hours of work are long. ROs must be prepared to work a long day and for multiple days if working at an Advance Voting place.
- ROs must bring their own, non-perishable meals and beverages. ROs may not be able to leave their work stations for meal breaks and no cooking or refrigeration facilities will be supplied.
- Registration officials are representatives of the City of Vancouver. You will likely be sitting for long periods of time during the workday - please dress appropriately in comfortable neat clothing and bring a cushion if you require one for comfort.