



**COUNTY OF GRANDE PRAIRIE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>CURRENT CLASSIFICATION/GRID</b>	<b>POSITION #</b>
Municipal Election Worker	Per Diem Rates	TBD
NOC CODE: STANDARD HOURS: Election Day 8:00am – 11:00pm		
<b>JOB TITLE OF IMMEDIATE SUPERVISOR</b>	<b>SUPERVISOR'S CLASS/GRID</b>	<b>POSITION #</b>
Returning Officer (RO)	N/A	N/A
<b>SERVICE AREA</b>	<b>DEPARTMENT</b>	<b>LOCATION</b>
Corporate Services and Strategy	Legislative Services	Admin Building/Assigned Electoral Division Polling Station

**PROGRAM FUNCTION:**

A Municipal Election will be held for nine (9) Councillor positions, one from each of the County's nine (9) electoral divisions. Elections are conducted in accordance with the Local Authorities Election Act and other applicable municipal bylaws and policies every four (4) years).

The Chief Elected Official (otherwise known as the Reeve) is elected from amongst its members at the annual Organizational Meeting.

**PURPOSE OF JOB:**

Working under the direction of the Presiding Deputy Returning Officer (PDRO), election workers are responsible for assisting with voting and vote counting.

**Job Duties and Responsibilities:**

- To ensure that the election is conducted in a transparent and fair manner
- To remain impartial while performing their duties
- In all respects maintain and aid in maintaining the absolute secrecy of the vote
- Assisting with voting station set up and take down
- Helping voters with the voting process ensuring they are registered to vote in Municipal Elections as per Local Authorities Election Act
- Providing relevant information to the public
- Vote counting with accuracy and ensuring confidentiality
- Ability to provide additional support as required

- Job duties and responsibilities may vary depending on position assigned or tasks assigned by Presiding Deputy Returning Officer (PDRO)

## **QUALIFICATIONS STATEMENT**

### **Education and Experience:**

- Legally entitled to work in Canada
- At least 16 years of age
- Fluent in English, fluency in other languages an asset
- Strong customer service skills and the ability to remain polite and courteous with the public
- Previous municipal, provincial or federal election experience an asset
- Ability to work Election Day October 20, 2025 from 8:00am – 11:00pm, at least one advanced vote date, along with a full day training session
- Valid driver's license and the ability to provide your own transportation to and from the voting station
- Basic use of computers and software technology an asset

### **Knowledge, Skills, Abilities:**

- Ability to effectively communicate effectively orally and in writing
- Ability to follow instructions and maintain confidentiality
- Interested in the democratic process, committed to helping others

### **Working Environment / Conditions:**

- Election Workers are required to stay on site at their assigned voting station for the entire shift and until all duties are complete
- Plan to bring enough water/beverages/food/snacks/medication to last you the whole day
- Clothing – ensure you are comfortable in business casual dress
- Footwear – wear comfortable closed toe footwear

### **Core Competencies:**

- Trustworthy
- Transparent
- Respectful
- Collaborative
- Customer Focus
- Service Orientation
- Confidentiality
- Record Keeping

### **Training Matrix:**

- Municipal Election Mandatory Training Session



**JOB DESCRIPTION CERTIFICATION:**

I have read this job description:

\_\_\_\_\_  
Incumbent's Signature                      Name (print)                      Date

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This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships.

\_\_\_\_\_  
Supervisor's Signature                      Name (print)                      Date

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This Job Description is in the appropriate format and contains sufficient data for its evaluation in the County Job Evaluation Plan:

\_\_\_\_\_  
Director, Human Resources'                      Name (print)                      Date  
Signature