



Application to Work as an Election Official

District of Clearwater
209 Dutch Lake Road,
Clearwater, BC V0E1N2
ph: 250-674-2257 f: c: 672-648-0930
distirctofclearwater.com

APPLICANT INFORMATION

Name: _____

Address: _____

Home #: _____ Cell #: _____ Email: _____

QUALIFICATIONS

Can you act, and be seen by others, as a non-partisan representative of the District of Clearwater? ☐ Yes ☐ No

Spoken/written languages ☐ English ☐ French ☐ Other - specify: _____

Occupation _____

EXPERIENCE (or submit resume)

Previous election experience: ☐ Federal ☐ Provincial ☐ Municipal ☐ District of Clearwater ☐ None

Years(s)	Duties

Relevant work/life/personal attributes:

AVAILABILITY

Advance Poll- Wednesday, October 7 (Municipal Hall) ☐ All day

General Voting Day-Saturday, October 17 (DLCC) ☐ All day (7:30am – 10:00pm) (end time is estimate)

General Voting Day Saturday, October 17 (DLCC) ☐ Counter (8:00pm-10:00pm) (end time is estimate)

By submitting this application, I declare that, to the best of my knowledge, I am capable of performing the duties outlined in the Election Official Job Description and am physically able to do so.

Date

Signature of Applicant

Submit applications by September 4, 2026 to: Chief or Deputy Chief Election Officer via email: elections@docbc.ca or deliver to District of Clearwater, 209 Dutch Lake Road, Clearwater, BC V0E1N2

ELECTION OFFICIAL JOB DESCRIPTION

Election Officials are required to attend a training session and are directly accountable to the Chief Election Officer (CEO) and/or Deputy CEO.

Duties may include:

- greeting and directing voters;
- clarifying processes and identification required;
- assist with setup and cleanup of voting location including arranging chairs/tables and cleanup;
- administering solemn declarations;
- issuing ballots and instructing voters on how to mark ballots;
- serving all voters in a friendly and efficient manner;
- accounting for all ballots, declarations and voter registrations;
- completing ballot reconciliation forms.

Special working conditions:

- physical ability to work long hours in a standing or sitting position; dress comfortably but neatly and bring a cushion to sit on if you need;
- Potential that you will not be able to leave your work station for meal breaks. Meals will be provided, but you may also bring your own meals and beverages;
- Ability to work in high pressure situations while paying meticulous attention to detail.

Qualifications

- 16 years old or older and legally entitled to work in BC;
- Ability to be a non-partisan representative of the District of Clearwater;
- Ability to focus, stay on track and process voters in a timely, professional and efficient manner;
- Patience, tact and courtesy when interacting with a variety of people during a long day;
- Excellent organizational skills and experience;
- Good problem solving abilities;
- Ability to work under high stress situations;
- Ability to understand and follow directions, written instructions or checklists;
- Excellent verbal communication skills to welcome and provide instructions to voters;
- Excellent numeracy and analytical skills;
- Exceptional attention to detail;
- Previous experience as an Election Official may be an asset.

Counter:

- Duties will include working with a team to complete ballot count and reconciliation.

Compensation:

- Election Official - \$351 per day (training session is a flat \$54)
- Counter - \$108 per shift (training session is a flat rate of \$54)

We appreciate your interest, however only those selected for an interview will be contacted.

Personal information is collected, used and disclosed in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).