



Confirm the following statements by checking the box

- I am at least 18 years old
- I am entitled to work legally in Canada
- I have read the details provided on the next page of this application;
- I am not and will not become a candidate, candidate representative or financial agent, or be involved in a campaign for a candidate or an issue that is subject to an assent vote during the course of this election.

Signature: \_\_\_\_\_

Corporation of the City of Port Coquitlam  
**APPLICATION TO WORK AS AN ELECTION OFFICIAL**

Required Knowledge, Skills and Abilities

- To be an impartial and neutral representative on the election team;
- To have excellent verbal communication skills;
- To have basic English literacy and language skills (the person does not have to be a native speaker but should be able to communicate adequately);
- To have basic arithmetic and analytical skills;
- To understand and follow oral directions, written instructions, or checklists;
- To have the stamina and patience to interact with a variety of people throughout a very long day;
- To do repetitive work accurately and efficiently;
- To conduct themselves in a professional and efficient manner;
- To act responsibly and exercise good judgment;
- To have good attention to detail;
- To have good interpersonal skills for dealing with variety of people;
- If a presiding election official, to have some experience supervising people.
- To be able to communicate orally in another language (not required); and
- To be able to communicate in writing in another language (not required).

Election Official Duties

- Directs voters and provides information on the process
- Confirms identity of voters and issues ballots
- Attends the ballot box
- Registers new voters
- Supervise the ballot box and voting booths
- Other duties as assigned

Presiding Election Official Duties in addition to the duties listed above

- Is responsible for overall management of the voting place
- Supervises the election officials at the voting place
- Deals with any concerns or issues arising at the voting place
- Keeps accurate records of any occurrences or issues
- Other duties as assigned