



Position Profile Election Clerk

Summary

The Election Clerk (EC) reports to and works closely with the Returning Officer (RO) for the constituency. The Returning Officer/Election Clerk team is an integral part of the Field Leadership Team under the Operations Service Line and reports to the Director of Electoral Operations. The RO and EC are responsible for the administration, conduct and reporting of electoral events (general elections, by-elections, referendums and plebiscites).

It is important to note that if the RO is absent or is unable or unwilling to perform his or her responsibilities or if the RO position is vacant, the EC performs the responsibilities of the RO.

Responsibilities

EC responsibilities are similar to those of the RO and relate mainly to administration of electoral events, recruitment and training of election personnel, and liaison with members of the public. The EC will consistently demonstrate the values of Elections Saskatchewan in the performance of their duties.

Office Management and Administration:

- Assist the RO with the set-up of a returning office.
- Assist the RO with day-to-day running of the returning office.
- Provide information required by the RO and the assigned Supervisory Returning Officer (SRO) for status reports to Elections Saskatchewan.
- Assist the RO in finding conveniently located venues (polling places) for voting on election day.
- Ensure that systems are in place within the returning office to accurately and efficiently respond to inquiries from the general public, voters and candidates.
- Promptly inform the RO and SRO of all problems, situations and concerns that require immediate attention involving candidates, political parties, the media and matters of safety.

Project Management:

- Assist in the planning, coordination and supervision of the election.
- Manage assigned priorities to strict time lines.
- Work as a team member through effective completion of work assignments and delegation of work to other office personnel.
- Assist in implementing plans and preparations for electoral events held within the constituency.
- Observe the importance of election process detail and the prescriptive legal requirements for administering election processes.



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- Take ownership of assigned responsibilities and the results expected of the position.
- Assist in the organization and conduct of voting at advance, mobile, hospital and absentee polls, as well as voting on election day.
- Comply with election legislation and regulations.

Computer/Technology:

- Use custom election management information system software (ESPREE) to organize, manage and report on election activities.
- Use Microsoft Office and Outlook to perform office administration and communication functions.

Communication/Public Relations:

- Communicate election information to voters, the general public, the SRO and Elections Saskatchewan.
- Handle public concerns and voter enquiries, in a sensitive and professional manner.
- Write clear and concise e-mails, incident reports and other documents.

Recruitment and training:

- Participate in all orientations, training sessions, workshops and information sessions provided by Elections Saskatchewan.
- Assist in the hiring, training and motivation of up to 400 election officials in accordance with *The Election Act, 1996* and directions set by Elections Saskatchewan.
- Assist in the planning, organization and delivery of training sessions for election officials at each step of the electoral process.

Other:

- Recommend procedural improvements that will increase the efficiency of returning office operations and the election process.
- Participate in election event debriefing.
- Implement security measures as required for the protection of information, assets, staff and the general public at the returning office and at polling sites.
- Attend a judicial recount, if applicable.

Desired Qualifications, Knowledge, Skills and Abilities:

- Good supervisory skills in a team-based environment.
- Strong oral and written communication skills.
- Competent in Microsoft Office (Word, Excel, Outlook).
- Good knowledge and understanding of election legislation and regulations to be acquired through self-study and application.
- Ability to problem solve.



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- Ability to understand and act upon urgent priorities.
- Ability to plan and organize effectively.
- Excellent decision making skills.
- Good record keeping skills.
- Demonstrate and maintain impartiality.
- Ability to maintain confidentiality of election and personal information.
- Proven ability to facilitate and deliver training programs.
- Outstanding interpersonal skills:
 - Effective communication skills
 - Ability to motivate and work cooperatively with others
 - Diplomacy, tact, good judgement, reliability and discretion in handling confidential information.
- Flexibility:
 - Availability to supervise electoral events.
 - Ability to learn new skills and adapt to changing time lines.