Returning Office Field Tech
Position Description

Returning Office Field Tech Resources (Field Techs) work out of Returning Offices and are responsible for preparing equipment such as laptops and tabulators to be sent to technologically-enabled polls in the constituency, and travel to voting locations to resolve technical issues as they arise.

Responsibilities:

Under the guidance of the Returning Officer, the Field Tech will:

- Monitor and troubleshoot electronics and software programs used at voting locations
- Prepare equipment such as laptops, handheld scanners, and ballot counting machines to be sent to polls, and load software and files
- Support the trainer in completing classroom training
- Validate and update the image installed on all epoll-books
- Participate in and support logic and accuracy testing on vote counting equipment
- Coordinate the delivery of all technology - either sending the equipment with election officers working at voting locations, transporting the required equipment personally, or arranging couriers to transport the equipment
- Provide technical support for epoll books and tabulators on voting days, by phone or in person

Specific Skills:

- Demonstrated proficiency and capability with troubleshooting computers, printers, and other electronic equipment, including:
    - Familiarity with troubleshooting basic problems that may be experienced by users,
    - Providing support over the phone on various software systems, and
    - Taking on additional training with software and equipment to support election officers.
- Proficient with troubleshooting equipment, solving common problems with technology, and providing support to workers at the office or at voting locations
- Skilled at actively listening regarding problems, and communicating clearly about potential solutions
- Ability to stay calm and
- Well organized, able to complete tasks promptly and accurately, and manage time effectively

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Availability and Rate:

- Pre-Election Period:
    - Available to attend training session provided by Elections Saskatchewan. (xx to xx)
    - Available xx to xx to set up and configure equipment for returning office
    - More dates as required by Returning Officer
- By-Election Period:
    - xx to xx for technology maintenance, and preparing equipment for use at polls
    - More dates as required by Returning Officer
- Post-Election Period:
    - Final equipment pack-up and processing on dates as required

This position requires access to a vehicle and a valid driver's license, as travel to solve technology issues at polls is necessary.

The hourly rate for a Field Tech is $21.00. Training is paid at a rate of $150.00 per day.

How to Apply:

To start the application process, please visit XXXXX

We thank all applicants for their interest. All applications will be reviewed to determine which candidates' education and experience best meet the needs of the position.