

Your Opportunity to be a Civic Election Officer

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Your City



Your Vote



Interested in being an ***Election Officer?***

Opportunities exist for persons 18 years of age or older to work as an Election Officer on **Election Day, Wednesday, October 25, 2006.**

Election Officers are an integral part of the democratic process for the City of Winnipeg. They are responsible for doing everything possible to facilitate voting, for the efficient operation of the voting place, and for ensuring that all election laws are complied with.

This is a tremendous opportunity to play an important role and make a real contribution to Your City. You will learn new skills and gain much knowledge in election processes, all the while providing a valuable service to your community.

Duties of a Civic Election Officer

On **Wednesday, October 25, 2006**, Election Officers will be assigned to more than 170 voting places throughout the City of Winnipeg. On Election Day every voting place must be open continuously from 8:00 a.m. to 8:00 p.m. and must not be closed for any reason during voting hours.

All Election Officers must arrive at their designated location by 7:00 a.m. to allow sufficient time to organize and prepare for an efficient and orderly operation and the opening of the voting place at 8:00 a.m. sharp.

Each Election Officer is responsible for the set up of his/her own station, including the placement of tables and chairs, distribution of supplies (weighing up-to 25 pounds), and for the proper use of the election materials provided.

The following Election Officer positions will be established at each voting location:

Senior Voting Officer (SVO)

Acts in a supervisory capacity by monitoring voting procedures and assisting in problem solving. The Senior Voting Officer will be the liaison with Election Headquarters.

Voting Place Director (VPD)

Oversees the set up and closing of the voting place, and coordinates all voting activities. The Voting Place Director directs the voters as they enter the voting place and provides assistance in identifying the correct voting station and respective VRO.

Voting Record Officer (VRO)

Receives each voter, strikes through the name and address of each voter in the Voting Record, and issues the appropriate ballot.

Automated Voting Machine (AVM) Clerk

Receives each ballot contained within a secrecy sleeve and inserts the ballot into the Automated Voting Machine. The AVM Clerk is also responsible for printing three tabulation tapes at the close of voting, and for delivery of the Memory Pack to Election Headquarters at City Hall within 40 minutes after the close of voting. For this reason, the person assuming these duties ***must possess a valid drivers' license and a reliable vehicle.***

Voting Place Clerk

Provides assistance to the voter as required and acts in a relief capacity for all Election Officer functions.

Clerk for Oaths (CFO)

Issues the Oath of Voter if a voter's name is not on the Voters List, or to those voters otherwise referred by the Voting Record Officer.

Apply before August 1, 2006

If you would like to be an Election Officer, please complete the attached application form, and return to us by mail, fax, email or in-person no later than Tuesday, August 1, 2006.

Once we receive your information we will contact you to confirm the particulars provided and to collect additional information to assist us in our recruitment.

Please note that filing an application does not guarantee your selection.

Our Contact Information

City of Winnipeg *Election Office*

**Council Building
510 Main Street
Winnipeg, Manitoba
R3B 1B9**

Phone: 204-986-8500

Fax: 204-947-3452

[Email](#)

**Visit the City Clerk's
Election web pages
www.Winnipeg.ca**



Application [Click here to apply on-line.](#)

First Name

Last Name

Address

Postal Code

Home Phone

Work Phone

**Cell Phone/
Email
(optional)**

What is your current employment status?

(check all that apply)

Student

Work full-time

Work part-time

Retired

Self-employed

Other

Personal information on this form is collected under the authority of The Manitoba Councils and School Boards Elections Act and will be used solely for election purposes.