



## 2021 Municipal Election Worker Application

### CONTACT INFORMATION

First Name:	Last Name:	
Address:		
City:	Province:	Postal Code:
Daytime Phone:	Cell phone:	
Email:		

### AVAILABILITY – Please indicate your availability below:

Mandatory Training Session at Lacombe Memorial Centre

September 28, 2021, at 1:30 am – 3:30 pm

September 28, 2021, at 6 pm – 8 pm

Institutional Voting *(9 am – 11 am – Royal Oak Village, 1 pm – 3 pm – Lacombe Senior Citizen’s Lodge, 5 pm – 7 pm – Lacombe Hospital)*

October 18 (9 am – 7 pm)

Advance Voting at Lacombe Memorial Centre:

Friday, October 1 (8 am – 2 pm)                       Tuesday, October 12 (3 pm – 9 pm)

Select availability on Election Day, Lacombe Memorial Centre, Monday, October 18.

Full-Day (Opening to Close)

Half Day (\*preference)

AM (8 am -3 pm.)                       PM (2:30 pm. - close)

\*Shift preference will be accommodated based on availability.

- Election workers must remain at the voting station during their shift.
- On Election Day, the voting stations close at 8 pm; however, if working the afternoon shift, the election workers must stay until completing all tasks.
- The City will be conducting the 2021 Municipal Election with the use of electronic tabulators.

### PREVIOUS ELECTION EXPERIENCE

Election Experience:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Municipal	<input type="checkbox"/> Provincial	<input type="checkbox"/> Federal
Year	Position	Details (location, duties, etc.)			

What techniques do you use to manage your time and avoid becoming over-stressed? Tell us how you handle numerous tasks and changing priorities with frequent interruptions?

## POSITION DESCRIPTION & QUALIFICATIONS

### Deputy Returning Officer (DRO)

#### Key Responsibilities

- Greet electors and verify that they meet the criteria to vote
- Assist in setting up and takedown of the voting station
- Maintaining the ballots, ballot box and voting compartment
- Assist electors with completion of their Statement of Elector Eligibility
- Provide instruction to electors for completing their ballot
- Maintaining peace and order in the voting station
- Carry out communications as directed by the Returning Officer
- Assist scrutineers on the proper procedures within the voting station

#### Qualifications

- Resident of Alberta
- Be at least 18 years old on Election Day
- Experience working with the public
- Have strong communication skills

***The City of Lacombe thanks all applicants for their interest but advises only those under consideration will be contacted.***

Submit your completed application form to:

Diane Piché, Returning Officer  
City of Lacombe  
5432 56 Avenue  
Lacombe, Alberta, T4L 1E9  
Email: [election@lacombe.ca](mailto:election@lacombe.ca)

The personal information on this form is being collected in accordance to section 27 of the Local Authorities Election Act and section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used to support the administrative requirements of the local authorities election process. The personal information will be managed in compliance with the privacy provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions concerning the collection and use of this personal information, please contact the FOIP Coordinator at 403-782- 1281.