



Ballot Issuing Officer (BIO)

Work days:	Advance and/or final voting (1-2 days of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours per voting day worked (approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$16 for online training \$56 for classroom training
Daily Rate:	\$320 per day

BIOs process voters and update voter information on a laptop equipped with Elections BC software, and issue ballots to voters.

Reporting to the Supervisory Voting Officer (SVO), you will:

- Verify voter identification and entitlement to vote.
- Update voter records in the electronic voting book.
- Issue ballots to eligible voters.
- Provide instructions to voters on how to mark their ballot.
- Direct any voter issues to the SVO as they arise.
- Close the voting station and pack up all materials

Working conditions

- BIOs must arrive early to set up their voting station and administer voting for at least 12 hours.
- BIOs must bring their own non-perishable meals and beverages. BIOs will be given meal breaks and will leave their voting station to eat. No cooking or refrigeration facilities will be supplied.
- BIOs sit for long periods. They should dress comfortably but neatly. They may wish to bring a cushion, warm clothing and a lap blanket.

To work as a BIO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- basic technical literacy and working knowledge of technology
- ability to complete data entry of voter information using specific software programs
- ability to lift up to 50 lbs

- ability to identify and verify identification provided by a voter via hard copy or mobile device
- ability to follow directions, instructions or checklists and complete repetitive tasks
- ability to multi-task
- excellent verbal communication skills to welcome and provide instructions to voters
- good interpersonal skills to provide customer service and treat voters with respect
- patience when interacting with a variety of people during a long day
- good organization skills
- strong attention to detail
- problem-solving skills to understand, analyze and resolve issues efficiently
- ability to complete paper forms correctly with clear and legible handwriting
- ability to work for long stretches of time



Information Officer (IO)

Work days:	Advance and/or final voting (1-2 days of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours per voting day worked (Approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$16 for online training \$56 for classroom training
Daily Rate:	\$288 per day

IOs greet voters, place signs and ensure the efficient direction of people and vehicles at a voting place. The IO is the first election official who voters meet when they arrive to vote. IOs guide voters to the correct voting station and answer their questions.

IOs support the Supervisory Voting Officer (SVO) in identifying issues, managing line-ups of voters, assisting voters with special needs, and ensuring signage is adequate and visible during the entire voting period.

Reporting to the Supervisory Voting Officer (SVO), you will:

- Set up the voting place and put up signs, ensuring the voting place is clearly identified.
- Manage lineups outside the voting place entrance and inside the voting place.
- Greet, answer questions and direct voters to the appropriate station within the voting place in a friendly and efficient manner.
- Ensure no voter wears any political badge or carries any political material into the voting place.
- Provide information to voters about voting and identification requirements.
- Respectfully assist voters with special needs.
- Direct parking, if required.
- Close the voting place and pack up all materials.

Working conditions

- IOs must arrive early to set up the voting place and work on their feet for at least 12 hours.
- IOs are also trained to work as Tabulator Officers (TBOs) so they can vary their duties throughout the work day.
- IOs must bring their own non-perishable meals and beverages. IOs will be given meal breaks and will leave their station to eat. No cooking or refrigeration facilities will be supplied.
- As the IO may be required to direct traffic in the parking lot or may be located at the entrance to the voting place, individuals working in this role should dress for the weather (e.g. bring an umbrella, weather-resistant outerwear, and/or sunscreen)

- As this role requires long periods of standing, IOs should wear comfortable, weather-resistant footwear.

To work as an IO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- ability to identify and verify identification provided by a voter via hard copy or mobile device
- ability to learn quickly, follow directions, and complete repetitive duties
- ability to lift up to 50 lbs
- ability to multi-task and be organized
- excellent verbal communication skills and good interpersonal skills to provide customer service and treat voters with respect
- patience when interacting with a variety of people during a long day
- ability to stand for long stretches of time



Tabulator Officer (TBO)

Work days:	Advance and/or final voting (1-2 days of work)
Hours of Work:	1 hour online training 3.5 hours classroom training 14 hours per voting day worked (Approximately 7:00 a.m. to 9:00 p.m.)
Training fee:	\$16 for online training \$56 for classroom training
Daily Rate:	\$288 per day

The Tabulator Officer (TBO) sets up the vote tabulator, assists voters with inserting ballots into the tabulator and manages tabulator notifications.

Reporting to the Technical Supervisory Voting Officer (TSVO), you will:

- Set up, test and troubleshoot the vote tabulator.
- Assist voters with casting their ballot by inserting the ballots into the vote tabulator machine.
- Manage tabulator notifications.
- Direct the flow of voters at the tabulator station.
- Shut down the tabulator station and account for all materials.

Working conditions

- TBOs must arrive early to set up the voting place and work on their feet for at least 12 hours.
- TBOs are also trained to work as Information Officers (IOs) so they can vary their duties throughout the workday.
- TBOs must bring their own non-perishable meals and beverages. TBOs will be given meal breaks and will leave their station to eat. No cooking or refrigeration facilities will be supplied.
- As this role requires long periods of standing, TBOs should wear comfortable footwear.

To work as a TBO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- working knowledge of technology
- ability to lift up to 50 lbs
- ability to read and observe procedures

- strong interpersonal communication and problem-solving skills to resolve issues and communicate solutions in an efficient and timely manner
- ability to identify and verify information
- ability to read and key data on a touch screen
- ability to stand and work for long stretches of time
- ability to learn quickly, follow directions, and complete repetitive duties



Supervisory Voting Officer (SVO)

Work days:	Advance and/or final voting (1-2 days of work)
Hours of Work:	1 hour online training 3.5 hours classroom training* Up to 3 hours the day prior to advance/final voting day 15 hours per voting day worked (Approximately 6:30 a.m. to 9:30 p.m.)
Training fee:	\$16 for online training \$56 per classroom training session*

**SVOs will attend three training sessions for their role. They will also attend training sessions for other election official roles they will supervise (minimum 3 sessions).*

Cell phone fee: Flat rate of \$30 for the work period

Additional fees: \$25 to \$30 per hour, depending on the activity

SVOs will work with their TSVO to set up the voting place the day prior to advance/final voting. They may also be required to transport supplies to/from the district electoral office and the voting place. They will secure and store ballots and other voting equipment for their voting place, and perform other tasks as assigned by the District Electoral Officer (DEO).

Daily Rate: \$440 per day

The SVO works collaboratively with the TSVO to oversee the voting place and manage all election officials assigned to the voting place.

Reporting to the District Electoral Officer (DEO), you will:

- Supervise a technology-enabled voting place.
- Contact election officials to ensure they are available to work on the required days and times.
- Set up and secure your assigned voting place the day before the first day of voting.
- Ensure staffing resources, supplies and voting place layout conforms to requirements.
- Supervise election officials to ensure they follow proper procedures.
- Manage a large flow of voters within a voting location, ensuring that all voters can mark and cast their ballot safely and efficiently.
- Ensure candidate representatives comply with guidelines.
- Resolve any issues at the voting place escalated by election officials as they arise.
- Act as a liaison to relay information between the voting place and the DEO in a timely manner.
- Ensure the voting place is safe and accessible to voters, including assisting voters with disabilities.
- Temporarily backfill an election official role, as required.
- Ensure the voting place closes on time.
- Conduct initial count reconciliation for the voting place.

- Shut down the voting place, packing all technology and materials.
- Ensure voting place supplies and technology are returned to the district electoral office.

Working conditions

- SVOs must arrive early to set up the voting place, work on their feet for at least 12 hours, and stay late to close down the voting place.
- SVOs must bring their own non-perishable meals and beverages. SVOs will be given meal breaks. However, SVOs may not be able to leave the voting place while on a meal break. No cooking or refrigeration facilities will be supplied.
- Some SVOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- SVOs must have use of a cell phone to perform their duties. Long distance charges will be reimbursed in accordance with Elections BC policy, with a receipt.
- As this role requires long periods of standing, SVOs should wear comfortable footwear.

To work as a SVO you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- patience when interacting with a variety of people during a long day
- supervisory and leadership skills and experience to provide guidance and direction at the voting place
- working knowledge of technology
- good organization skills
- knowledge of the local electoral district and its geography
- ability to oversee, evaluate and anticipate problems
- tact and diplomacy in interactions with voters, candidate representatives (scrutineers), candidates and the media. SVOs must possess excellent interpersonal skills to provide voters and election officials with clear direction and assistance
- previous electoral event experience would be a distinct advantage
- ability to lift up to 50 lbs
- basic numeracy and analytical skills
- good attention to detail
- ability to understand, rationalize and resolve situations calmly and efficiently as they arise
- ability to work for long stretches of time
- ability to multi-task
- Access to a cell phone. SVOs may also require a vehicle to transport supplies and voting equipment.



Technical Supervisory Voting Officer (TSVO)

Work days: Advance and/or final voting (1-2 days of work)

Hours of Work: 1 hour online training
3.5 hours classroom training*
Up to 3 hours the day prior to advance/final voting day
15 hours per voting day worked (Approximately 6:30 a.m. to 9:30 p.m.)

Training fee: \$16 for online training
\$56 per classroom training session*

**TSVOs will attend three training sessions for their role. They will also attend training sessions for other election official roles they will supervise (minimum 3 sessions).*

Cell phone fee: Flat rate of \$30 for the work period

Additional fees: \$25 to \$30 per hour, depending on the activity

TSVOs will work with their SVO to set up the voting place the day prior to advance/final voting. They may also be required to transport supplies to/from the district electoral office and the voting place. They will secure and store ballots and other voting equipment for their voting place, and perform other tasks as assigned by the District Electoral Officer (DEO).

Daily Rate: \$440 per day

The TSVO works collaboratively with the SVO to oversee the technology in the voting place and ensure election officials have the tools they need to administer voting in a technology-enabled voting place.

Reporting to the District Electoral Officer (DEO), you will:

- Supervise and troubleshoot voting technology in a technology-enabled voting place.
- Set up and secure voting technology at your assigned voting place the day before the first day of voting.
- Ensure technology configuration, layout and security conforms with requirements.
- Assist election officials to ensure proper technology set up and functioning throughout the day.
- Resolve any technical issues at the voting place escalated by election officials as they arise.
- Follow troubleshooting steps to resolve issues with technology.
- Act as a liaison to relay information between the voting place and the DEO in a timely manner.
- Ensure the voting place is safe and accessible to voters, including assisting voters with disabilities.
- Temporarily backfill an election official role, as required.
- Run the results tape from the tabulator(s) and call results to the DEO office.

- Shut down the voting location, packing all technology and materials.
- Ensure voting place supplies and technology are returned to the district electoral office.

Working conditions

- TSVOs must arrive early to set up the voting place, work on their feet for at least 12 hours, and stay late to close down the voting place.
- TSVOs must bring their own non-perishable meals and beverages. TSVOs will be given meal breaks. However, TSVOs may not be able to leave the voting place while on a meal break. No cooking or refrigeration facilities will be supplied.
- Some TSVOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be reimbursed in accordance with Elections BC policy.
- TSVOs must have use of a cell phone to perform their duties. Long distance charges will be reimbursed in accordance with Elections BC policy, with a receipt.
- As this role requires long periods of standing, TSVOs should wear comfortable footwear.

To work as a TSVO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- technology skills and experience to provide troubleshooting and direction to others
- good ability to use and comfort with voting technology
- organizational skills and experience
- ability to oversee, evaluate and anticipate problems
- basic numeracy and analytical skills
- ability to lift up to 50 lbs
- good attention to detail
- ability to understand, rationalize and resolve situations calmly and efficiently as they arise
- ability to work for long stretches of time
- patience when interacting with a variety of people during a long day
- ability to multi-task
- Access to a cell phone. TSVOs may also require a vehicle to transport supplies and voting equipment.



Special Voting Ballot Issuing Officer (Special BIO)

Work days:	Special voting
Hours of Work:	1 hour online training 3.5 hours classroom training Shift work - up to 12 hours per day
Training fee:	\$16 for online training \$56 for classroom training
Daily Rate:	\$320 per day for shifts up to 12 hours - can be pro-rated for shorter shifts

The Special Voting Ballot Issuing Officer (Special BIO) administers voting at a variety of special voting locations such as provincial correctional facilities, acute-care hospitals, remote communities or work camps. Special BIOs issue ballots to voters, account for and secure all voting materials, process voters and update their information on a laptop equipped with Elections BC software.

As directed by the District Electoral Officer, and working in teams of two Special BIOs, you will

- Travel to and transport voting materials to and from voting locations.
- Set up a fixed voting station and voting technology, or move from voter to voter within the location.
- Check voter identification and entitlement to vote.
- Administer solemn declarations, as required.
- Issue ballots and instruct voters on how to mark and fold ballots.
- Receive and secure marked ballots from voters.
- Account for ballots and certification envelopes.
- Return materials to the district electoral office.

Working conditions

- Hours of work are long. Special BIOs must be prepared to work a 12-hour day, or multiple shorter days to accomplish their tasks.
- Special BIOs will be required to travel to a specific location or from location to location to administer special voting as part of a mobile team. Special BIOs may be required to have access to an insured vehicle in good working order to perform this work. Mileage for the performance of duties will be paid to mobile teams who must travel to multiple locations in a work day.
- Special BIOs must bring their own non-perishable food and beverages. Special BIOs will be given meal breaks when they can leave their voting station to eat. No cooking or refrigeration facilities will be supplied.

To work as a Special BIO, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- previous experience working at a special voting location is an asset
- basic technical literacy and working knowledge of technology using laptops, scanners and printers
- ability to complete data entry of voter information using specific software programs
- ability to identify and verify information provided by an elector via hard copy or mobile device
- ability to lift up to 50 lbs
- ability to learn quickly, understand and follow directions, written instructions or checklists, and complete repetitive duties
- ability to multi-task
- excellent verbal communication skills to welcome and provide instructions to voters
- good interpersonal skills to provide customer service and treat voters with respect
- patience when interacting with a variety of people during a long day
- organizational skills and experience
- basic numeracy and analytical skills
- strong attention to detail
- problem-solving skills to understand, analyze and resolve issues efficiently as they arise
- ability to work for long stretches of time

Counting Support (CS)

Work days:	Initial count on final voting day
Hours of Work:	Up to 2 hours
Training fee:	n/a
Daily Rate:	\$42 per day for shifts up to 2 hours

What to expect in this role

Counting Support (CS) assist the Supervisory Voting Officer or district electoral office staff with conducting initial count. Their key duty is to transcribe ballots and ensure the ballots are ready for counting by a tabulator.

Working conditions

- Counting Support work during initial count only. The work will end when the Supervisory Voting Officer or District Electoral Officer releases the CS.

To work as a CS, you must have:

- basic English literacy and language skills; fluency in a second language may be beneficial
- ability to be and be perceived by others as a non-partisan representative of Elections BC
- ability to learn quickly, follow directions, and complete repetitive duties
- ability to complete paper forms with clear and legible handwriting and good attention to detail