

Election official roles in technology-enabled voting places

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:	\$18 for online training \$62 for classroom training
Daily Rate:	\$325 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 will be given meal breaks and will leave their voting station to eat.
- BIOs must bring their own non-perishable meals and beverages. 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.

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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 to a counter height
- 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