

Election official roles in technology-enabled voting places

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:	\$18 for online training \$62 for classroom training
Daily Rate:	\$21 per hour

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 (bed-to-bed) 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 and insert ballots into the tabulator

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.

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- Special BIOs must bring their own non-perishable food and beverages. No cooking or refrigeration facilities will be supplied.
- Special BIOs may be required to wear personal protective equipment supplied by the voting location, depending on health and safety requirements (e.g. wear masks in hospitals and acute care facilities).

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
- willingness and ability to wear personal protective equipment, as required
- 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. to a counter height
- ability to learn quickly, follow directions, and complete repetitive duties
- ability to multi-task ability to understand and follow directions, written instructions or checklists
- 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