

## Election official roles in technology-enabled voting places

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### Voting Equipment Officer (VEO)



**Work days:** Advance and/or final voting (1-4 days of work)

**Hours of Work:** 1 hour online training  
3.5 hours VEO classroom training\*  
3.5 hours election official 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:** \$18 for online training  
\$62 per classroom training session\*

\*VEOs may also be required to attend 3.5 hours of Initial Count training based on their assigned duties.

**Daily Rate:** \$380 per day

**Cell phone fee:** Flat rate of \$15

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

VEOs will work with their Supervisory Voting Officer (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 may secure and store ballots and other voting equipment for their voting place, and perform other tasks as assigned by the District Electoral Officer (DEO).

The VEO 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 SVO, you will:

- Oversee 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 Elections BC requirements.

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- Assist election officials to ensure proper technology set up and functioning throughout the day.
- Resolve technical issues at the voting place escalated by election officials.
- Follow troubleshooting steps to revolve issues with technology.
- Act as a liaison to relay information between the voting place and the Election Equipment Officers at the district electoral office in a timely manner.
- Act as a spare election official to cover breaks, as required.
- Print the results tape from the tabulator(s) and report results to the district electoral 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

- VEOs 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.
- VEOs will be given meal breaks. However, VEOs may not be able to leave the voting place while on a meal break.
- VEOs must bring their own non-perishable meals and beverages. No cooking or refrigeration facilities will be supplied.
- VEOs 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.
- VEOs 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, VEOs should wear comfortable footwear.

### To work as a VEO, 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. to a counter height
- 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

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- patience when interacting with a variety of people during a long day
- ability to multi-task
- access to a cell phone
- VEOs may require access to a vehicle to transport supplies and voting equipment.