

Job Opportunity

Job Title: Presiding Officer
Position Type: Temporary
Location: Digby-Annapolis
Wage: \$23.55 per hour*
Duration: Election period (date of election call currently unknown)

About Us

Elections Nova Scotia is an independent, non-partisan agency that is responsible for the administration of the Elections Act. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes.

Elections Nova Scotia is prepared at all times to conduct a provincial general election or by-election.

Job Overview

Reporting to the returning officer the presiding officer is responsible for the conduct of the returning office continuous poll, in accordance with the Elections Act, and the policies and directions of the CEO.

Due to the non-partisan nature of election administration the revision assistant must remain politically neutral during employment.

Experience and Key Activities

The presiding officer will:

- Lead the continuous poll at the returning office
- Register electors to vote
- Issue ballots to electors
- Conduct daily reconciliation of the poll
- Tally votes on election night

Skills / Abilities

- Proficient at organizing multiple tasks
- Proficient at using computers
- Experienced supervisor
- Experienced trainer
- Proficient at handling stress and competing priorities
- Professional and tactful

Requirements

Must be 18 years of age and a Canadian Citizen.

*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.

Please send expressions of interest to elections@novascotia.ca that includes your contact information and area of residence, resumes are not required at this time. The returning officer will reach out to you directly.