



ELECTION OFFICIAL
Term (October 06 - 17, 2026)
Internal/External Posting No. 2026-50

Department:	Administration
Internal Posting Date:	June 19, 2026
External Posting Date:	July 3, 2026
Closing Date:	July 19, 2026
2026 Hourly Rate:	\$23.00 per hour
Hours of Work:	Per 2026 Election Schedule
Competition No.:	2026-50

The City of Dawson Creek invites applications for Election Officials who will assist in administering and conducting the 2026 General Local Election voting.

Election Officials may be scheduled to work on the following dates and times:

- **Mandatory Election Official Training:**
Tuesday, October 6, 2026, from 5:00 PM - 7:00 PM
- **Advance Voting Days:**
Wednesday, October 7, 2026, between 7:30 AM – 8:30 PM
Wednesday, October 14, 2026, between 7:30 AM – 8:30 PM
- **General Voting Day:**
October 17, 2026, between 7:30 AM – 11:00 PM

Required Skills and Abilities:

- To be an impartial and neutral representative on the election team;
- To have excellent verbal communication skills;
- To have basic English literacy and language skills;
- To have basic arithmetic and analytical skills;
- To understand and follow oral directions, written instructions, or checklists;
- To have the stamina and patience to interact with the electors throughout a very long day;
- To be able to do repetitive work accurately and efficiently;
- To conduct themselves in a professional and efficient manner;
- To act responsibly and exercise good judgment;
- To have good attention to detail;
- To have good interpersonal skills for dealing with a variety of people such as electors, candidate representatives, and the media;

Before assuming their duties, all election officials must make a solemn declaration. The declaration is legally required, aimed at ensuring the integrity of the election process and the impartiality of all election officials involved. In making the declaration, the election official swears or affirms that they:

- Will faithfully and impartially exercise the powers, and perform the duties, of the position;
- Have not received and will not accept any inducement to exercise the powers or perform the duties of the position other than impartially and in accordance with the LGA or the VC;
- Have not received and will not accept any inducement to otherwise subvert the election;
- Will preserve the secrecy of the ballot; and
- Have not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff.

This position is excluded from CUPE Local 2403 and IAFF Local 2136. For inquiries regarding this position, please contact election@dawsoncreek.ca.

Please Note: Candidates interested in the Election Official position must submit **Form 4-7, Application to Work as an Election Official**, by emailing resumes@dawsoncreek.ca. Please include the job posting title and reference number in the subject line.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.