



### **Alternate Presiding Election Official (APEO)**

\*Limited positions are available

**Remuneration:** \$474 - Must complete all required training and successfully complete their assigned General Voting Day shift.

### **Position Summary**

The Alternate Presiding Election Official (APEO) supports the Presiding Election Official (PEO) in managing voting place operations and assumes the duties of the PEO when required. The APEO plays a key supervisory role, particularly in overseeing staff and assisting with electronic and tabulator-related procedures.

### **Key Duties and Responsibilities**

- Support the PEO with day-to-day oversight of voting operations.
- Supervise Election Officials (EOs) and Greeters as assigned.
- Assist in ensuring the correct use and security of voter database laptops.
- Support Machine Attendants with incident escalation and documentation.
- Assume the PEO role if they are unavailable.
- Assume the role of other election staff, i.e. Machine Attendants or EOs, if needed.
- Assist with opening and closing procedures and reconciliation activities.
- Ensure election procedures are applied consistently and impartially.
- Ensure ballot accounting is completed accurately at the end of the evening.

### **Qualifications and Skills**

- Minimum of 18 years of age and legally entitled to work in B.C.
- Must be knowledgeable about election legislation.
- Customer service experience and excellent communication skills.
- Strong understanding of procedures, attention to detail, mathematical competence, clear writing, and organizational skills.
- Punctual, reliable, patient, and a strong team player.
- Endurance for a long day and ability to move tables and chairs as needed.
- Comfortable using laptops and VoterView software following training.
- Fluency in English required, other languages are an asset.

### **Key Notes:**

- Must attend mandatory election training sessions.
- Must work from 7:00 am until completion of voting and site clean-up (minimum 14-hour shift).
- The APEO must not be related to any candidates running for office in the election and must not work actively for any election campaign or candidates. APEOs are required to sign a solemn declaration to acknowledge this.