



## **Machine Attendant (MA)**

**Remuneration:** \$395 - Must complete all required training and successfully complete their assigned General Voting Day shift.

### **Position Summary**

The Machine Attendant is responsible for the operation, monitoring, and security of automated vote tabulators at an assigned voting place. Working under the direction of the Presiding Election Official (PEO) and the Alternate Presiding Election Official (APEO), the Machine Attendant (MA) ensures tabulators function correctly, ballots are processed securely, and voter secrecy is maintained at all times.

### **Key Duties and Responsibilities**

- Set up, test, and open voting tabulators according to approved procedures.
- Monitor tabulator operation throughout voting hours to ensure proper function and security.
- Provide clear, neutral instructions to voters on how to insert ballots into the tabulator.
- Assist voters with tabulator-related issues (e.g., rejected ballots) without viewing or influencing voter choices.
- Respond to common technical issues in accordance with training and procedures.
- Immediately report tabulator malfunctions, discrepancies, seal issues, or security concerns to the PEO or APEO.
- Ensure tabulator seals, memory devices, and logs remain secure and accounted for.
- Prevent unauthorized access to tabulators and related equipment.
- Assist with tabulator closing procedures, including shutdown, documentation, and packaging of equipment and materials.
- Complete all required forms and documentation related to tabulator use.

### **Qualifications and Skills**

- Minimum of 18 years of age and legally entitled to work in B.C.
- Ability to stand for extended periods.
- Comfortable working with electronic voting equipment following training.
- High attention to detail and ability to follow technical procedures precisely.
- Calm, professional, and neutral with the public.
- Ability to provide clear explanations while maintaining voter secrecy.
- Strong sense of accountability, integrity, and confidentiality.
- Completion of mandatory tabulator-specific training.
- Ability to work long or irregular hours during advance voting and/or on General Voting Day.
- Punctual, reliable, patient and strong team player.
- Fluency in English required, other languages are an asset.

**Key Notes:**

- Attend mandatory election training sessions.
- Must work from 7:00 am until the end of voting and clean-up.
- The MA must not be related to any candidates running for office in the election and must not work actively for any election campaign or candidates. MAs are required to sign a solemn declaration to acknowledge this.