

## Appendix E1-B Sample Advertisement

### Senior Election Official

Applications are being accepted for the position of senior election official (SEO) for the community of *Insert Name*.

The SEO is responsible for the overall community election process and must be able to interpret and understand all aspects of legislation pertaining to the community election process and provide consistent advice to other election officials and to the general public.

This position starts once appointed by council bylaw with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include: appointing other election officials as required; establishing and maintaining the voter's list; giving public notice of nominations; receiving and verifying the nominations; establishing and equipping the voting places; giving public notice of elections; printing the ballots; overseeing all aspects of the election on election day and all other duties as established in the Community Councils Election regulation and The Northern Affairs Act.

In the years when a regular election is not required, the SEO will be responsible to update and maintain the voter's list and to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration is \$\_\_\_\_\_ per hour as prescribed in the council bylaw. The Letter of Interest from applicants should include education and experience and will be accepted until *Insert Date* at *Insert Time* and can be delivered, mailed or faxed to:

Community Administrative Officer  
*Insert Community Name and Address*  
Phone: 204 -  
Fax: 204-  
Email:

## **Assistant Senior Election Official**

Applications are being accepted for the position of assistant senior election official (SEO) for the community of *Insert Name*.

The assistant SEO is responsible to the SEO and must be able to interpret and understand all aspects of legislation pertaining to the community election process and provide consistent advice to the general public.

This position starts once appointed by council bylaw with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include assisting the SEO in any manner he or she directs and may include: establishing and maintaining the voter's list; giving public notice of nominations; receiving and verifying the nominations; establishing and equipping the voting places; giving public notice of elections; printing the ballots; and all other duties as established in the Community Councils Election regulation and The Northern Affairs Act. In the absence of the SEO, is responsible for the overall community election process.

In the years when a regular election is not required, assist the SEO to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration is \$\_\_\_\_\_ per hour as prescribed in the council bylaw. The Letter of Interest from applicants should include education and experience and will be accepted until *Insert Date* at *Insert Time* and can be delivered, mailed or faxed to:

Community Administrative Officer  
*Insert Community Name and Address*  
Phone: 204-  
Fax: 204-  
Email: