

POSITION DESCRIPTION

Office Staff Clerk

Elections Manitoba is an independent office of the Legislative Assembly responsible for delivering free and fair provincial elections. All employees with Elections Manitoba (EM) must be non-partisan in perception and fact, and sign a confidentiality agreement.

Position description

Under the general supervision of the returning officer (RO) and assistant returning officer (ARO), the clerk provides office, administrative and financial support for the returning office and performs related duties as assigned by the RO/ARO. This role includes being responsible for managing and maintaining petty cash, supplier invoices, and processing complete and accurate payroll forms for the RO. The clerk will update voter records as required. The clerk must complete a satisfactory criminal records check.

Key responsibilities

- General office administrative support
- Submission of employee payroll forms to HQ
- Management and maintenance of petty cash
- Liaison between the returning office and HQ regarding payroll/vendor payments
- Liaison between election personnel and vendors regarding payroll/payments
- As required, act as a voting official

Responsibilities

- General office administrative support
- Receive delivery of supplies and equipment
- Answer telephones and assist voters
- Log information on calls received, maintain detailed and accurate records
- Operate various office equipment including using Elections Manitoba's voters list management and results reporting software
- Assist in the preparation of supplies for training
- Assist the returning officer with the candidate nomination process as required

Building the Voters List:

- Assist registration supervisor with quality control checks regarding targeted registration and revision
- Maintain and file correspondence and other records
- Maintain registration agent check-in records
- Accept appointments and direct to the appropriate revising agent; and
- Data entry of revision records during revision.

Advance Voting:

- Perform as an election official at advance voting in the returning office if needed
- Assist in receiving and verify ballots from printers

Election Day:

- Assist in preparing supplies and ballot boxes for election day
- Assist in organizing the returning office for election night
- Assist in receiving, posting and reporting results of the election
- Assist in the final tally of votes
- Assist in closing the returning office

Qualifications

Experience:

- Experience with computers
- Experience working effectively with others under tight deadlines
- Experience with bookkeeping, payroll forms and data entry
- Experience in dealing with suppliers, vendor invoices and packing slips

Personal:

- Be mature, responsible, energetic, committed, attentive to detail and self-motivated
- Adapt and learn quickly
- Effective interpersonal and organizational skills
- Remain polite and courteous in all circumstances
- Flexibility - be prepared to work long hours, including evenings, weekends, holidays and split shifts
- Be a resident of the electoral division where the duties are performed
- Remain impartial in all dealings during an electoral event

Administrative:

- Remain impartial in all dealings during an electoral event and not engage in any partisan activity
- Able to communicate effectively with the public, EM officials, candidates and their representatives
- Work within time limits and deadlines
- Be able to prioritize work assignments from a variety of people
- Be able to multi-task and work with minimal supervision
- Experience in a computerized environment including Microsoft Office software.

Fees

- Minimum wage plus \$4.00 per hour

A T4 slip is issued for money earned.