



The Corporation of the Municipality of West Nipissing

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>ELECTION CLERK, TEMPORARY FULL-TIME</b>
<b>DEPARTMENT:</b>	Administration
<b>REPORTING TO:</b>	Municipal Clerk
<b>HOURS OF WORK:</b>	35 hours per week
<b>DURATION</b>	20 weeks (approximately)
<b>SALARY:</b>	\$26.46/hour

The Temporary Election Clerk assists in the administration and delivery of the 2026 Municipal Election conducted using internet and telephone voting methods in accordance with the Ontario Municipal Elections Act, 1996, municipal election procedures, and established customer service standards.

Election Workers support electors by providing information regarding the voting process, assisting with voter identification and access issues, maintaining confidentiality and security of election materials and information, and ensuring voting activities are conducted in a professional, impartial, and accessible manner. Municipalities using internet and telephone voting systems typically require staff to support electors remotely, manage voter inquiries, and assist at voting assistance centres.

**GENERAL DUTIES:**

- Provide courteous and professional customer service to electors in person, by telephone, and electronically.
- Proofing and amending the Preliminary List of Electors (PLE);
  - Determines if an elector is on the Voters' List.
  - Assists with the completion of the Application to add or amend my information on the Voters' List form and the completion of the Declaration of Identity form, as required.
  - Directs electors to the appropriate Deputy Returning Officer using the elector's Voter notification letter or the Voters' List.
- Assist electors with general inquiries related to internet and telephone voting procedures.
- Verify elector identification and eligibility in accordance with election legislation and municipal procedures.
- Assist electors experiencing issues accessing the voting system, including PIN and voter information inquiries.
- Support the operation of designated Voting Assistance Centres or Election Help Centres.
- Maintain accurate records, logs, forms, and incident documentation as required.
- Assist with the setup and closure of election workstations and voting assistance locations.
- Ensure the secrecy and confidentiality of voter information and election records at all times.
- Follow all security, accessibility, and privacy procedures related to the election process.
- Escalate technical, procedural, or elector concerns to supervisory staff when required.
- Perform other election-related duties as assigned by the Clerk or Returning Officer.

**QUALIFICATIONS & REQUIREMENTS:**

- Fluent in both official languages (oral and written)
  - Superior interpersonal, written, and verbal communication skills; including ability to deal with the public in a professional manner
  - Ability to maintain a high degree of confidentiality and discretion
  - Highly developed computer skills are essential with demonstrated and proven ability related to computer software in a Windows environment
  - Strong and dependable work ethic with ability to work both independently and as a member of a team
  - Demonstrated excellent organizational skills with attention to details and accuracy
  - Excellent customer service skills
  - Must be available to work outside of regular business hours to (8:30 – 4:30) to meet deadlines in September and October 2026
  - Prior election experience would be considered an asset.
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Applications for this position will be accepted, in confidence, until **June 12 at 4:00 p.m.** Resumes and cover letters must be submitted as Word or PDF attachments only. Incomplete applications or submissions in other formats will not be considered.

**Please send a detailed resume to:**

Sonal Brahmhatt  
CHRP, HR/Payroll Coordinator  
101-225 Holditch Street, Sturgeon Falls, ON P2B 1T1  
E-mail: [hr@westnipissing.ca](mailto:hr@westnipissing.ca)

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*While we appreciate the interest of all applicants, only those selected for an interview will be contacted.*

*The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*