



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

### **Village of Carmacks Job Posting – July 12<sup>th</sup>, 2024**

**Position:** Returning Officer and 2 Associate Officers

**Purpose:** To oversee and manage the upcoming Municipal Election and complete the VoC Municipal Census.

#### **Returning Officer**

#### **Responsibilities:**

- Oversee the election process to ensure it runs smoothly and fairly.
- Manage election day activities, including setting up polling stations, supervising staff, and ensuring all materials are available.
- Count and report election results accurately and promptly.
- Ensure all election procedures comply with local, territorial, and federal laws.
- Handle voter inquiries and resolve any issues that arise on election day.
- Train and supervise Associate Officers and other election staff.
- Complete and manage the VoC Municipal Census.

#### **Qualifications:**

- Strong organizational and management skills.
- Attention to detail and ability to follow procedures.
- Excellent communication and interpersonal skills.
- Ability to handle stressful situations calmly and effectively.
- Experience in election administration or a related field is preferred.
- Knowledge of local, territorial, and federal election laws.
- Must be a resident of the Village of Carmacks.

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Term:** Temporary, for the duration of the election and census period. (2-3 Months)

**Salary:** Competitive, based on experience and qualifications.

Returning Officer: \$40.00 per hour

---

### **Associate Officers (1 Deputy Officer & 1 Polling Clerk)**

#### **Responsibilities:**

- Assist the Returning Officer with all election day activities.
- Set up and manage polling stations.
- Check voter identification and manage voter lists.
- Assist with counting votes and reporting results.
- Handle voter inquiries and resolve minor issues.
- Assist in completing and managing the VoC Municipal Census.

#### **Qualifications:**

- Strong organizational skills.
- Attention to detail and ability to follow procedures.
- Good communication and interpersonal skills.
- Ability to handle stressful situations calmly.
- Previous experience in election administration or a related field is an asset.
- Knowledge of local, territorial, and federal election laws is an asset.
- Must be a resident of the Village of Carmacks.

**Term:** Temporary, for the duration of the election and census period. (2-3 Months)

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)



## Village of Carmacks

P.O.Box 113

Carmacks, YT Y0B 1C0

**Salary:** Competitive, based on experience and qualifications.

Deputy Returning Officer \$30.00 per hour

Poll Clerk \$25.00 per hour

---

**Application Process:** Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to [CAO@Carmacks.ca](mailto:CAO@Carmacks.ca) by August 9<sup>th</sup>, 2024 at 5PM.

For more information, please contact CAO Matthew Cybulski at 867-332-1516.

---

**The Village of Carmacks is an equal opportunity employer and encourages applications from all qualified individuals.**

---

Good luck to all applicants!

Telephone: (867) 863-6271

Fax: (867)863-6606

Email: [info@carmacks.ca](mailto:info@carmacks.ca)