

Job Description: Registration Clerk

The City of North Vancouver is seeking reliable, civic-minded individuals to serve as Election Workers for the 2026 Municipal Election. Selected applicants will be hired as casual/auxiliary exempt City employees for the election period.

Position Summary

The Registration Clerk (RC) – registers new voters on the Voters List, including checking documentation and issuing ballots. This position is ideal for persons with excellent customer service skills who are comfortable using computers and enjoy working directly with the public.

The successful candidate will have the skills and professionalism required to accurately register and issue ballots to voters.

Work Schedule

- **General Voting Day – Saturday, October 17, 2026**
Registration Clerks are required to work on General Voting Day from 7:00 am to 9:00 pm (or longer as operationally required).
- **Advance Voting – October 7, 10, 13, 14 and 15, 2026**
Registration Clerks are required to work one or more Advance Voting shifts, based on the schedule and their availability. If scheduled, the shift is estimated to be 3-4 hours, or longer, if operationally required and available.

Training Requirements

- Registration Clerks are required to complete the following mandatory training below:
 - 1-2 hours of online training (self-paced).
 - In-person training at North Vancouver City Hall on October 1, 2026 from 6:00 pm - 9:00 pm for all Election Workers. This training covers election rules, procedures, voting equipment, safety procedures and hands-on practice with the election software.

Note: If you cannot access the online training or attend the in-person training, additional options may be available.

Pay and Compensation

- Rate is \$29.00 per hour. Overtime rates will be paid after 8 hours worked in a day.
- Estimated pay based on working the below election shifts:
 - Training

- 1 Shift of Advance Voting (4 hours, if applicable)
General Voting Day
= \$814.00
- 4% vacation pay will be paid on total election wages.
- Online training will be paid for 2 hours.
- You will receive one lump sum payment after the conclusion of the election through the scheduled payroll period.
- Statutory deductions will be applied at source as applicable.
- Existing City employees must take the day off from their home position when a voting shift falls on one of their regularly scheduled workdays. Banked time may be used.

Responsibilities

- Arrive promptly at 7:00 am on October 17, 2026 to complete set-up of the voting location.
- Greet voters, confirm their information, and review identification as required.
- Confirm voter eligibility, register new voters and update the Voters List as needed.
- Complete all required forms and documentation in accordance with legislation.
- Ensure voters read the eligibility declaration and sign the voting book.
- Perform accurate electronic strike-off procedures, maintain the voting book and issue ballots.
- Provide clear instructions on how to properly mark the ballot.
- Maintain accurate records of all ballots issued, voting book entries, and updates to the Voters List throughout the day.
- At the close of the poll, reconcile ballot totals and accurately complete the Ballot Account Form.
- Assist with the take-down and cleanup of the voting location, ensuring all supplies are packed and returned to their designated containers as directed.

Qualifications*

- Ability to meet legislated requirements under the *Local Government Act* including a solemn declaration to:
 - Perform duties impartially and in accordance with the Act.
 - Not accept inducements to act improperly or contrary to legislation.
 - Preserve the secrecy of the ballot.
 - Not be or become a candidate, candidate representative, or financial agent while serving as an Election Worker.
- Ability to remain neutral, avoid campaign discussions, and treat all candidates, scrutineers and voters consistently.
- Strong attention to detail, including accuracy in following procedures and strong numeracy skills for completing election forms and reconciliation tasks.
- Excellent communication and customer-service skills to support voters in a professional, patient, and respectful manner.

- Computer proficiency, including the ability to use voting software to look up voters, register voters and record voter participation.
- Dependability and professionalism, including punctuality, patience and ability to work as a team.
- Reliable transportation to the assigned voting location.
- Ability to work extended hours, including a full Election Day (approximately 14 hours).
- Physically capable to stand or sit for extended periods and assist with light physical setup at the voting location.
- Ability to safely lift up to 25 lbs.
- Ability to read, write and speak English; additional languages are an asset.
- Previous election experience is an asset.
- Previous experience working in a City of North Vancouver election is an asset.
- Knowledge of City of North Vancouver municipal boundaries is an asset.
- Existing City employees must take the day off from their home position when a voting shift falls on one of their regularly scheduled workdays. Managerial approval is required. Banked time may be used.

**Preference will be given to applicants who have prior election experience.*

Working Conditions

- You will receive two paid meal breaks. Please bring non-perishable meals and beverages, as you are required to stay at the voting location for the entire shift. The voting location may not have a microwave or refrigerator.

Conditions of Employment

1. Completing all mandatory training as determined by the Chief Election Officer;
2. Signing the declaration required under the BC *Local Government Act*;
3. Completing all necessary City onboarding forms;
4. Reference checks may be required; and
5. Signing an employment agreement for this position.

Additional Information

The City of North Vancouver welcomes applications from all qualified candidates. Please apply through the Election Worker application process at <https://www.cnv.org/ElectionWorkers>. Due to the volume of applications, only successful candidates will be contacted. The posting will close on July 6, 2026.

If you have questions, please contact us at elections@cnv.org or 604-982-3953. Thank you for your interest in the City of North Vancouver 2026 Local Election.

We respectfully acknowledge that we live and work on the traditional and unceded territories of the Skwxwú7mesh Úxwumixw (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation). The City of North Vancouver is committed to Reconciliation with these Nations, who have lived on these lands since time immemorial. Posting: 2026-E001