

# Job Description

## Election Constable

Are you interested in working to facilitate democracy in action? The Corporation of the County of Prince Edward is seeking Election Constable(s) to uphold the integrity and accessibility of the electoral process and to help manage elections in an efficient, fair, and impartial manner. Come be a part of the team and work the 2026 municipal and school board trustee election.

Revision Clerks will be required to work from:

Saturday, October 17, 2026 from 9 a.m. to 5 p.m. (Advanced Voting Day)

Monday, October 26, 2026 from 9 a.m. to 9 p.m. (Election Day)

### 1. What to expect in this role

The Election Constable (EC) greets, directs, and assists electors at a voting location.

### 2. Reporting to the Super Deputy Returning Officer (SDRO) you will:

- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors, and assist electors with any accessibility needs, including opening doors for electors.
- Greet electors at the voting location and request they have proper identification ready. Ask if they have their Voter Notification Cards.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations.
- Assist electors at the voting location and provide them with instructions and directions.
- Assist electors with completion of "Application for Revision to Voters' List" form if necessary.
- Direct voters to appropriate voting station, being the next station available.
- Manage a large flow of electors within a voting location.
- Escalate elector issues to the SDRO in an efficient and timely manner, as required.
- Ensure all assigned voting locations promptly close on time, and that all electors that entered the voting location prior to the close of the polls can mark and cast their ballot to vote.
- Assist in closing down the voting location, including removing all posters and signs.

### 2. What you need to qualify

- Availability to work up to 12 hours on election day.
- Availability to attend a mandatory training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication and customer service skills.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.

### **3. Compensation**

Position Status: Temporary Assignment – Advance (October 17) and Election Day (October 26) only.

Location: Voting locations across Prince Edward County

Rate of pay: \$18.00/hour

Hours of Work: Up to 12 hours