

Election Worker I Public

Competition Details

Competition Number	HOA.OCEO.EWI(EL).23-24.010
Available Positions	Eligibility List
Division	Office of the Chief Electoral Officer
Location	St. John's
Closing Date	No closing date
Salary	\$39,385 - \$43,574(GL-1) – effective to March 31, 2024 with 2% increase on April 1, 2024

Position Details

Context	The Office of the Chief Electoral Officer (OCEO) is a non-partisan office responsible for exercising general direction and supervision over the administrative conduct of elections and for enforcing fairness, equity, impartiality and compliance with the Elections Act, 1991. The OCEO is inviting applications to establish an eligibility list for the above referenced position, located in St. John's. Hiring may be required as necessary as by-elections or general election events occur, for periods ranging from 2 months to 9 months, with possibilities of extensions.
Duties	Various support tasks associated with the efficient administration of an electoral event. These responsibilities include administrative and clerical related tasks, data entry and processing, receptionist duties, inventory management, preparation of election materials for distribution, acting as the first point of contact for inquiries from the general public and other assigned duties as required.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Post-secondary program in Office Administration. (Equivalencies will be considered)2. Experience working in in an office environment (Equivalencies will be considered)3. Experience working in in client services environment (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of Office Administration Practices2. Knowledge of Microsoft Office3. Proficiency with Data Processing4. Ability to Manage Time and Tasks5. Client Service Orientation6. Ability to Communicate Effectively (verbal & written)7. Attention to Detail8. Ability to work in a team9. Resistance to Stress10. Flexibility11. Relationship Building

Conditions of Employment

Conditions of Offer/Acceptance	<ol style="list-style-type: none">1. Certificate of Conduct satisfactory to the Employer2. Required to abide by the Code of Conduct for Employees of the House of Assembly Service3. Willing to work weekends, evenings, and holidays4. Willing to accept overtime5. Must be non-partisan
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Applicant Information

- The House of Assembly values diversity in the work place and is an equal opportunity employer.
- Preference will be given to applicants who are legally entitled to work in Canada.
- Applications should be received before the close of business on the closing date - late applications with explanation may be accepted.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies with the House of Assembly.

How to Apply

Applications, quoting Competition Number HOA.OCEO.EWI(EL).23-24.010, should be submitted

Online electionsnljobs@gov.nl.ca

By Mail Human Resources Services & Payroll Administration
Corporate and Members' Services Division
House of Assembly
P.O. Box 8700
St. John's, NL A1B 4J6

For additional information on this position, please contact Michelle Evans at evansm@electionsnl.ca or by phone 1 (877) 729-7987.