

Election Worker II
Public

Competition Details

Competition Number	HOA.OCEO.EWII(EL).23-24.011
Available Positions	Eligibility List
Division	Office of the Chief Electoral Officer
Location	St. John's
Closing Date	No closing date
Salary	\$40,503 - \$44,812 (GL-2) – 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 inventory management, and distribution of materials required to the administration of an electoral event. These responsibilities include warehouse maintenance, receipt, management, preparation and delivery of inventory and election materials. Duties may also include administrative and clerical related tasks and other assigned duties as required. Travel may be required.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Experience in a warehouse environment involving inventory management (Equivalencies will be considered)2. Experience working in in an office environment (Equivalencies will be considered)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of Office Administration Practices2. Knowledge of Microsoft Office3. Knowledge of Inventory Control Practices4. Ability to Manage Time and Tasks5. Ability to Communicate Effectively (verbal & written)6. Attention to Detail7. Ability to work in a team8. Resistance to Stress9. Flexibility10. 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 on weekends and holidays4. Willing to accept overtime5. Requirement to stand for long periods of time6. Requirement of Heavy Lifting (up to 50 lbs.)7. Proof of Class 5 Drivers License8. 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.EWII(EL).23-24.011, 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.