

## Special Ballot Coordinator Public

### Competition Details

<b>Competition Number</b>	HOA.OCEO.SBOC(EL).23-24.013
<b>Available Positions</b>	Eligibility List
<b>Division</b>	Office of the Chief Electoral Officer
<b>Location</b>	St. John's
<b>Closing Date</b>	No closing date
<b>Salary</b>	\$46,990 - \$51,989 (GL-7) – effective to March 31, 2024 with 2% increase on April 1, 2024

### Position Details

<b>Context</b>	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 <b>2</b> months to <b>9</b> months, with possibilities of extensions.
<b>Duties</b>	The position is responsible for the administration of the special ballot voting process through coordination of the activities of Special Ballot Officers (SBO's) in designated electoral districts and processing of Special Ballot applications at OCEO Headquarters. Successful candidates will be the first point of contact and support for SBO's to resolve real-time system and procedural issues while ensuring adherence to high standards of service and quality assurance. Special Ballot Coordinators may also assist in the facilitation of special ballot process training for other elections staff.

### Merit Criteria

<b>Screening Criteria</b>	<ol style="list-style-type: none"><li>1. Experience in an administrative or service orientated role</li><li>2. Post-secondary program in Office Administration. (Equivalencies will be considered)</li><li>4. Supervisory Experience in a data processing or application processing environment (asset)</li><li>5. Experience working in in client services environment (asset)</li><li>6. Experience working on previous electoral events (asset)</li></ol>
<b>Assessment Criteria</b>	<ol style="list-style-type: none"><li>1. Knowledge of Office Application Processing / Data Processing Practices</li><li>2. Knowledge of Microsoft Office</li><li>3. Ability to Manage Time and Tasks</li><li>4. Ability to Support and Coordinate a team</li><li>5. Ability to Communicate Effectively (verbal &amp; written)</li></ol>

### Conditions of Employment

<b>Conditions of Offer/Acceptance</b>	<ol style="list-style-type: none"><li>1. Certificate of Conduct satisfactory to the Employer</li><li>2. Required to abide by the Code of Conduct for Employees of the House of Assembly Service</li><li>3. Willing to work weekends, evenings, and holidays</li><li>4. Willing to accept overtime</li><li>5. Must be non-partisan</li></ol>
---------------------------------------	---

### 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.SBOC(EL).23-24.013, should be submitted

Online [electionsnljobs@gov.nl.ca](mailto: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](mailto:evansm@electionsnl.ca) or by phone 1 (877) 729-7987.