

REMOTE SPECIAL BALLOT OFFICER Roles and Responsibilities



The Remote Special Ballot Officer (SBO) is appointed by the Chief Electoral Officer and reports directly to the Returning Officer (RO). The Remote SBO is responsible for administering Special Ballot voting at their home.

The Remote SBO's duties include:

- Reviewing Special Ballot applications for those who submit them.
- Verifying identification accompanying Special Ballot applications.
- Approving or rejecting Special Ballot applications (based on guidelines provided by Elections NL).
- Entering Special Ballot application data into the Voterview Election Management Software (data entry).
- Issuing Special Ballot voting kits to individuals with approved applications.
- Conducting home-visits for electors who are unable to leave their homes to vote.
- Arrange for delivery of completed Special Ballot kits to Elections NL head office or to district returning office as applicable
- Respond to inquiries from the general public regarding Special Ballot voting.

A Remote SBO must:

- Be 18 years of age or older
- Reside in the electoral district in which they will be working
- Have knowledge of the electoral district
- Not have had political involvements 60 days prior to appointment
- Remain completely impartial while employed by Elections NL
- Be familiar with provincial voting rules and regulations, including rules for voting by Special Ballot
- Must possess necessary computer skills to send and receive emails, use Microsoft Office Suite, and have familiarity using computer software for processing purposes
- Must be able to operate a computer, printer, and scanner
- Have excellent reading and listening skills
- Possess excellent verbal communication skills
- Possess excellent customer service skills
- Be able to react appropriately to problems and challenges

A Special Ballot Officer is paid **as per the schedule of fees** for election work and the same hourly wage for training (to a maximum of 7 hours per day).

Typical Remote Office Hours:

- Monday - 1:00 pm to 4:00 pm
- Wednesday - 1:00 pm to 7:00 pm
- Friday - 1:00 pm to 4:00 pm

Office Rentals (Special Ballots Officer's Home) Per Week \$100 (typically minimum of 2 weeks)