



Information Officer

Purpose

The Information Officer manages elector flow and provides general information to ensure an efficient, accessible, and orderly voting environment.

Key Responsibilities

- Assist with voting location set up and signage placement
- Greet electors and confirm required identification is available
- Direct electors to appropriate voting areas
- Monitor accessibility and assist electors entering or exiting the location
- Support crowd management and maintain orderly movement
- Ensure electors remain within designated areas
- Assist with closing procedures as required

Qualifications

- Strong communication and customer service skills
- Ability to exercise tact, patience, and good judgement
- Ability to manage high volumes of electors
- Successful completion of mandatory training

All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.