

2.3.9 Registration officer

Context

Type of position	Must be Canadian and at least 16 years old on polling day	Must reside in ED	Description	Reports to	Names provided by political entities
Election officer & Poll worker	✓	n/a	The registration officer completes or pre-fills registration certificates, correction forms, helper forms and vouching forms; he may request to see elector identification.	The CPS	✓

Position description

Key activities

- Collect personal information from electors who wish to register or update their information.
- Inform electors of ID requirements to vote.
- Find electors polling station and directs them accordingly.

Duties

- Greet electors and explain the registration process and ID requirements
- Request personal identification and residence information
- Consult the *Poll Key* to determine electors' polling division
- Find the appropriate polling station for electors with no VIC, and directs them to it
- Direct, if needed, all electors to their polls if no Information officer is present
- Complete or pre-fills registration certificates, correction forms, vouching forms, and helper forms
- Instruct electors to take their certificate and ID to their polling station
- Support the CPS and DROs in the closing procedures, including counting ballots

Qualifications

Experience

- Receiving, obtaining, and recording personal information from the general public

Knowledge of

- ED where he is active
- French and/or English based on the specific needs of the polling station where he will be assigned. If the person is not bilingual, use [EC 50140](#)
- Registration process
- Federal electoral process
- Roles and responsibilities of election officers within the polling place

Abilities

- Decision-making skills to exercise sound judgment
- Analytical reasoning skills to understand and synthesize issues
- Communication skills
- Conflict resolution skills
- Organizational skills

Personal suitability

- Remains impartial in all dealings during electoral event
- Maintains a professional demeanour and exercise judgment and tact
- Remains focused and committed to the electoral process
- Remains sensitive and responsive to elector's needs
- Understands the importance of keeping information confidential