

# 2025

## Municipal Election

# Registration Officer

---

A Registration Officer works under the direction of the Returning Officer(s) and must follow the rules and procedures set out in the municipal election legislation. A Registration Officer is responsible for assisting with registering new electors using the Elector Registry process.

## Responsibilities

---

- Assisting with setting up the polling station and ensuring it is ready for voting.
- Checking voter identification and confirming voters are on the voters list
- Administering Form 13 - Elector Registry and necessary oaths, when required
- Maintaining peace and order in the voting station
- Assist with the unofficial count

## Qualifications

---

- Be a resident of the Town of Crossfield (preferred)
- Be at least 18 years old on Election Day
- Election experience (preferred)
- Have strong communications and public relations skills
- Have experience in conflict resolution
- Must be able to work long shifts