

2025

Municipal Election

Information Officer

An Information Officer is responsible for assisting electors with the voting process and responding to elector questions. They must follow procedures to ensure the integrity and confidentiality of the election.

Responsibilities

- Greeting electors and directing them to the Registration Station or to the voting station
- Helping manage the flow of voters to prevent crowding or confusion
- Assisting the RO in any area required
- Maintaining peace and order in the voting place
- Removing material from the voting place (including voting screens, posters, signs)
- Maintaining the premises where the voting place is located
- Instructing Scrutineers of the proper procedures in the voting place
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Qualifications

- Be a resident of the Town of Crossfield (preferred)
- Be at least 18 years old on Election Day
- Have effective communication and public relations skills
- Have map reading skills
- Must be able to work long shifts