

Employment Opportunity
Election Assistant Non-Affiliated
Full-Time 4-Month Contract
\$34.15/hour
Corporate Services Department

Reporting in collaboration to the Clerk and Deputy Clerk, this position provides administrative assistance to the Director of Corporate Services/Municipal Clerk and Deputy Clerk to support the 2026 Municipal Election.

Major Responsibilities:

- Assist the Clerk in fulfilling the requirements of the Municipal Elections Act, 1996
- Assist with the preparation, revision and maintenance of the voters' list
- Oversee the operation of the advance voting locations and voting day locations
- Programming and testing optical scan vote tabulators
- Training election workers
- Manage election night returns
- Other election duties as assigned

Qualifications:

- Post-secondary education (2–3-year diploma) in business, office administration, public administration, or a related field.
- Experience working municipal elections, with responsibilities in administration and coordinating elections strongly desired.
- Experience providing administrative or customer service support in an office, municipal, or public-sector environment is an asset.
- Professional development through AMCTO is considered a strong asset.
- Knowledge of municipal governance, procedure by-laws, or records and information management practices would be considered an advantage.
- Familiarity with Microsoft Office applications, digital platforms, and electronic records/document management systems (e.g., SharePoint) is an asset.
- An equivalent combination of education and experience will be considered.

Skills and Competencies:

- Excellent computer skills, including Word, Excel, PowerPoint, Outlook, Internet, Adobe, Laserfiche, Central Share, eScribe meeting management software
- Ability to exercise tact and discretion when handling sensitive and confidential information
- Excellent written, oral and presentation skills
- Confident, professional and articulate with a positive work manner
- Strong organizational / time management skills to meet deadlines and complete tasks within tight timeframes
- Ability to work professionally in close proximity with the Mayor, Council and Senior management staff, maintain confidentiality and exercise discretion
- Strong research and report writing skills
- Attention to detail and accuracy
- Ability to remain calm while working under pressure; adaptable to change
- Capable of working independently and in a team environment

The selection process may include assessment methods to further determine a candidate's knowledge and skills for the position.

The successful applicant will be required to provide a Police Criminal Reference Check.

Please submit a detailed application outlining current experience, background and education. The application must be received in writing to Human Resources Department, no later than 4:30 p.m. on **Friday June 5, 2026**. Replies should be addressed to Valerie Ratchford, Human Resources Advisor at resumes@scugog.ca.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please contact Human Resources if required.