



## PUBLIC NOTICE

For Immediate Release:

Tsiothóhrha/December 4, 2020

### **CALL OUT MCA EXECUTIVE DIRECTOR IS IN SEARCH OF INTERESTED ELIGIBLE VOTER TO SERVE AS: Deputy Electoral Officer (DEO)/Deputy Referendum Officer (DRO)**

**Term: December 26, 2020 to December 31, 2023**

Salary: \$20.00 per hour during Training and Election Preparation

\$25.00 per hour during Nomination and Voting Process

(Any work hours over 10 will be set at a higher rate)

#### **Summary of Responsibilities:**

The appointed individual must abide by and uphold all provisions of the *Akwesasne Election Law* MCR 2019/2020 #212 and any successor law; and the General Referendum Regulations.

The duties that the DEO will be required to perform are as follows:

- Must attend all scheduled training sessions;
- Abide by the Oath of Office;
- Must be available on Election Day or for Referendums;
- Assist with E-voting when implemented;
- Assist the CEO in the preparation of updating Voters' List;
- Assist the CEO with clerical duties;
- Assist the CEO with the preparation of reports for submission to the Executive Director;
- Provide information and answer questions asked by community members during the process of a General Election, By-Election or Referendum;
- Conduct the General Election or By-Election pursuant to the *Akwesasne Election Law*;



- Conduct the referendum in accordance with the General Referendum Regulations;
- Assist with the set up and breakdown of the polling stations as well as ensuring equipment and election material are returned to the designated office by the CEO;
- Must pass a criminal reference check (CPIC);
- Must be available to testify in an election hearing, if necessary;
- Must take direction from the CEO and perform duties required to conduct an election or referendum.

## **Qualifications:**

The interested individual must:

- Be 21 years of age;
- Be an eligible Voter as defined pursuant to the *Akwesasne Election Law*;
- Have good character and reliable to work flexible hours
- Be in good standing in accordance with the MCA's Good Standing Policy;
- Be impartial and courteous to all electors;
- Pass a criminal reference check.

Previous experience as a CEO or DEO is considered an asset.

The ability to speak and understand the Mohawk Language is an asset.

The interested individual must abide by MCA's Respect in the Workplace Policy, Social Media Policy and must consent to a criminal reference check (CPIC).

Pursuant to the *Akwesasne Election Law* section 4.3 "No sitting member of Mohawk Council of Akwesasne, Justice of the Peace, or Justices of the Akwesasne Mohawk Court shall be eligible to be Chief Electoral Officer."

Interested individuals can submit a letter of interest to the Executive Director located in the Administrative Building #1 in Kana:takon (St. Regis) Quebec. The letter of interest can be mailed to: Attention: Executive Director P.O. Box 90, Akwesasne Quebec H0M 1A0.

Letters of interest should be received on or before 12:00 p.m. (noon), December 18, 2020.

If selected, the person must submit a valid CPIC, at their own expense, to the Executive Director within seven days before an appointment is made. Failure to submit a CPIC will disqualify the person.