



TOWNSHIP OF EMO

Municipal Election 2022 Job Description

| DEPUTY RETURNING OFFICER (DRO) | | | |
|--|---------------------|---------------------|--------------------|
| Posting Date | September 6, 2022 | Closing Date | September 23, 2022 |
| Job Status | Temporary Part-Time | | |
| Position Overview: | | | |
| <ul style="list-style-type: none"> • Reports to the Deputy Clerk/Returning Officer (RO). • Ensures all Voters who are entitled to vote may do so and, in the absence of the RO, handle all situations that arise. • Maintain the integrity of the election processes and assist in carrying out the duties and responsibilities of the election in accordance with the Municipal Elections Act, 1996, and procedures set out by the RO. | | | |
| Responsibilities: | | | |
| <ul style="list-style-type: none"> • Assists Returning Officer as required • Set up and close or assist with set-up and close of the voting location(s) • Assist in the overall administration and management of the election, including <ul style="list-style-type: none"> ○ check and confirm identification and/or citizenship of Voters ○ confirm elector's name as it appears on the Voters' List ○ Amend Voters' List (add, remove and/or correct erroneous information) as required ○ Administer oaths as required ○ Issue, verify and accept completed Proxy Voting forms, including certify proxy votes in absence of RO • Strike names off Voters' List and Issue ballots including instruction on voting as necessary • Assist electors completing forms if and as required • Assist in the security and control of the voting system, including <ul style="list-style-type: none"> ○ authority to issue a second ballot to an Elector should an Elector return their first ballot as a cancelled ballot ○ authority to maintain peace and order at the Voting Place by removing anyone who is causing a disturbance • Ensure Voting Location is free of campaign material • Notify RO immediately in the event of emergency or difficulties • Complete prescribed election forms | | | |
| Requirements: | | | |
| <ul style="list-style-type: none"> • Experience in previous municipal elections would be an asset • Ability to deal tactfully and courteously with the public using problem solving and conflict resolution skills • Ability to handle stress and multi-task • Strong organizational skills and attention to detail • Good communication skills with the ability to effectively provide direction and instruction • Ability to accurately complete prescribed forms | | | |
| Expectations: | | | |
| <ul style="list-style-type: none"> • Election workers must attend the required training sessions and remain at the voting locations for the total time required until the voting place is closed. • Honor your commitment to work on the assigned date(s) • Efficiently facilitate a customer driven and impartial voting process that encourages participation and inspires confidence in the municipal election • Friendly, helpful, honest and confidential | | | |
| Compensation | | | |
| Total Pay - Inclusive of all time for mandatory training, and voting hours on Advance Vote Day and Election Day. | | | \$600.00 |
| Other - Meal will be provided evening of Election Day | | | |