

As a Deputy Returning Officer, you may perform any of the following activities associated with this position:

DRO located at the door of the voting station:

- Greet voters, provide assistance to voters who request it and remind voters that identification is required in order to vote
- Monitor and assess the activities in and around the voting station
- Direct voters to the DRO at the Reception Desk
- Refer all media, candidates, official agents, scrutineers or other visitor to the Presiding Deputy
- Post all handicapped entrance and parking signs around the voting station
- Assist elderly and handicapped voters into the voting station if required
- Ensure that voters are directed into the voting station and exit from the same location they entered

DRO located at the Reception Area:

- Assist voters if they are unsure they are in the correct voting station
- Assist the voter with completion of the Form 8/11 if requested
- Remind the voter to have their identification ready to show at the Registration Table
- Direct the voter to the Registration Table
- Hand out "Future Voter" stickers to children that accompany their parents into the voting station

DRO located at the Registration Table:

- Ask the voter for their Form 8/11 and identification
- Confirm the voter's identification is on the List of Acceptable Identification
- Have the voter sign the Form 8
- Ensure the Ballot Clerk has issued the correct ballot type and initialed the top of the ballot
- Demonstrate how to place the ballot in the Secrecy Sleeve
- Place the ballot in the Secrecy Sleeve and direct the voter to the voting booths

Other duties for all positions:

- Assist with the set-up and closure of the voting station
- Other duties as required by the Presiding Deputy

Qualifications:

- Minimum of 18 years of age
- Previous experience as an election worker is an asset
- Demonstrated good oral communication skills
- Demonstrated ability to read maps
- Demonstrated ability to deal tactfully and courteously with the public
- Must be physically able to assist electors in wheelchairs
- Must attend a mandatory training session
- Must be able to arrange your own transportation to and from the voting station

Voting Opportunities & Estimated Hours of Work:

- Election Day, October 21, 2013: 8:00am – 9:30pm
- Senior Accommodation Facilities, October 16 & 17: 9:00am – 6:00pm
- Hospitals, October 21, 2013: 8:00am – 7:00pm
- Continuous Advance Vote Week 1, October 8 – 12, 2013
 - Tuesday, Wednesday, Friday, Saturday: 9:00am – 6:00pm
 - Thursday: 9:00am – 9:00pm
- Continuous Advance Vote Week 2, October 15 – 19, 2013
 - Tuesday, Wednesday, Friday, Saturday: 9:00am – 6:00pm
 - Thursday: 9:00am – 9:00pm
- Quadrant Ward Based Advance Vote Week 1, October 8 - 12, 2013
 - Tuesday, Wednesday, Friday, Saturday: 9:00am – 6:00pm
 - Thursday: 9:00am – 9:00pm
- Quadrant Ward Based Advance Vote Week 2, October 15 - 19, 2013
 - Tuesday, Wednesday, Friday, Saturday: 9:00am – 6:00pm
 - Thursday: 9:00am – 9:00pm

Compensation:

- Election Day, \$175
- Senior Accommodation Facilities, \$245
- Hospitals, \$165
- Continuous Advance Vote Week 1, \$610
- Continuous Advance Vote Week 2, \$610
- Quadrant Ward Based Advance Vote Week 1, \$610
- Quadrant Ward Based Advance Vote Week 2, \$610

In addition to the compensation outlined above you will also receive \$15 for attending the mandatory 1 hour training session in early October. You may receive \$25 for mileage if you choose to carpool with the Tabulator Clerk or Ballot Clerk for the Senior Accommodation Facility or Hospital Voting Opportunities.

How to Apply:

- Complete an online application at www.edmonton.ca/election, OR
- In-person at:
 - **City Hall, Office of the City Clerk, 3rd Floor, 1 Sir Winston Churchill Square**
 - Hours of Operation: Monday to Friday, 8:30am – 4:00pm, OR
 - **Elections Office, 16304-114 Avenue**
 - Hours of Operation: Monday to Friday, 8:30am – 4:00pm

Please note: all applicants will be required to complete an in-person written questionnaire to determine eligibility.