



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 one piece of identification confirming their name and current residential address is required in order to vote
- Provide Fast Pass information to voters who require it
- Inform voters of any languages (other than English) spoken, as required
- Monitor and assess activity in and around the voting station
- Refer all media, Candidates, Official Agents, Scrutineers or other visitors to the Presiding Deputy (PD)

DRO located at the Registration Table:

- Ask the voter for their identification and give them a Form 8/11
- Confirm voter has read and understood the statement of elector eligibility and is eligible to vote in this election and have them provide a confirming signature
- Provide the Form 8/11s to the Ballot Clerk (BC) who will issue the ballots
- Ensure the BC has issued the correct ballot type and initialed the top of the ballots
- Direct voters to place the ballot in the Secrecy Sleeve, demonstrating as required, then direct them to the voting booths and on to the Tabulator Clerk (TC)

DRO directing voters:

- Direct all voters through the voting process
- Maintain the flow of voters throughout the voting station
- Ensure voters line up in single line for DROs at Registration Table
- Ensure voters enter and exit voting booths from sides and do not walk behind other voters
- Answer voter's questions regarding the voting process, being careful to avoid any candidate related comments

Additional duties:

- Voting station staff are not permitted to leave the voting station, except for washroom breaks
- Smoking is not permitted on the property of most voting stations, there will be no smoke breaks
- Assist in loading all voting station supplies into and out of the PD's vehicle
- Other related duties as required

Qualifications:

- Minimum of 18 years of age
- Previous experience as an election worker is an asset
- Demonstrated oral communication skills
- Demonstrated ability to read and interpret maps
- Demonstrated ability to deal tactfully and courteously with the public
- Must be physically able to assist electors in wheelchairs
- Must be physically able to lift supplies weighing up to 30lbs (13kg)
- Must attend a mandatory training session
- Must be able to arrange your own transportation to and from the voting station(s) and ward offices



EDMONTON
elections **2017**

Deputy Returning Officer (DRO)

Voting Opportunities, Estimated Hours of Work & Compensation:

Election Day, October 16, 2017: 8:00am – 9:00pm

- 1 day, 13 hours
- \$180.05

Hospitals, October 16, 2017: 8:00am – 2:00pm or 8:00pm

- 1 day, 6 to 12 hours
- \$83.10 – \$166.20

Senior Accommodation Facilities, October 4 – 7, 2017: 12:30pm - 7:30pm

- 4 days, 7 hours per day
- \$380.80

Secondary Institutions: October 10, 11 & 12, 2017: 12:30pm – 4:30pm

- *3 days, 4 hours per day*
- *\$163.20*

Advance Voting: October 4 – 13, 2017: 1:00pm – 7:00pm

Advance Vote Team 1, October 4, 5, 6, 9, and 10

- 5 days, 6 hours per day
- \$408.00

Advance Vote Team 2, October 7, 8, 11, 12 and 13

- 5 days, 6 hours per day
- \$408.00

In addition to the compensation outlined above, you will also receive \$15 for attending the mandatory 3 hour training session in early October. An additional \$10 will be provided for completing the mandatory online training that will be assigned to you.

Please note:

To determine eligibility, all applicants will be required to complete an **in-person written questionnaire** at the Elections and Census office, located at 16304 – 114 Avenue, Edmonton, Alberta.