



The Deputy Returning Officer is the most versatile of our roles. You will work in a variety of areas within the voting station. You will be a key person who will answer voter questions about the voting process along with maintaining the integrity of the voting process and the privacy of voters. In addition, you will assist with the set up and take down of a voting station.

Entrance:

- Greet voters, provide assistance to voters when requested, and remind voters that identification confirming their name and current residential address is required in order to vote
- Inform voters of any languages spoken, other than English, as required
- Monitor and assess activity in and around the voting station
- Refer all candidates, official agents, scrutineers or other visitors to the Presiding Deputy

Registration Table:

- Ask the voter for their identification and provide a Form 13
- Confirm the voter has read and understood the statement of elector eligibility, is eligible to vote, and the voter provide a signature
- Provide a Form 13 to the Ballot Clerk who will issue the ballots
- Ensure the Ballot Clerk 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 needed, then direct them to the voting booths, and on to the Tabulator Clerk

Directing Voters within the Voting Station:

- Direct all voters through the voting process
- Maintain the flow of voters throughout the voting station
- Ensure voters line up in a single line for the Deputy Returning Officers at the registration table
- Ensure voters enter and exit voting booths from the sides and do not walk behind other voters
- Other related duties as required

Standby Worker:

- Must be comfortable filling in for vacancies that occur at a voting station due to cancellation, illness or no-show
- Must report for a Standby shift in person at the Ward Office on Election Day or via check in phone call during Advance Voting to indicate readiness and availability to work
- Must be available to take a deployment call or check in call at anytime while on shift
- If deployed, must be able to respond and be onsite at a voting station in a timely manner

Qualifications:

- Minimum of 18 years of age by October 1, 2021
- Previous experience as an election worker is an asset
- Demonstrated oral communication skills
- Fluency in a language other than English is an asset
- Demonstrated ability to read and interpret maps



- Demonstrated ability to interact with diverse members of the public in a respectful and inclusive manner
- Must be physically able to assist electors in wheelchairs
- Must be physically able to lift supplies weighing up to 30lbs (13kg)
- Must be able to arrange your own transportation to and from the voting station and ward office. Some work opportunities may require access to a vehicle and proof of appropriate insurance, a valid Driver's License and a cell phone

Note: Voting station staff are not permitted to leave the voting station, except when taking washroom breaks. Smoking is not permitted on the property of voting stations.

Training:

- Online training is mandatory for all election workers. Some positions may require additional training which may be held in person. **Access to a computer, reliable internet, and comfort in completing online training modules and resources is required.**
- Compensation: One time payment of \$60 for attending the mandatory 3 hour general online training session.

Work Opportunities:

Election Day: October 18, 2021: 7:30am – 9:00pm

1 day, 13.5 hours

*\$343.50 *Includes training compensation*

Election Day Standby Worker: October 18, 2021: 7:30am – 9:00pm

1 day

\$125 per day (Standby Pay) + \$60 training compensation

Driver's license, vehicle, and cell phone are required

**If you are deployed to work, you will receive the rate of pay for the highest level position you hold*

Advance Voting: October 4 – 13, 2021: 11:30am – 8:00pm

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

Or

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

5 days, 8.5 hours per day

*\$952.50 *Includes training compensation*

Advance Voting Standby Worker: October 4 – 13, 2021: 11:30am – 8:00pm

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

Or

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

5 day commitment

\$125 per day (Standby pay) + \$60 training compensation

Driver's license, vehicle, and cell phone are required

**If you are deployed to work, you will be paid at a rate of \$21 per hour*



**Edmonton
Elections**

Deputy Returning Officer (DRO)

Senior Accommodation Facilities (SAF): October 4-8, 12-13 and 18: 7:30am - 6:00pm

8 days, 10.5 hours

\$1,824 **Includes training compensation and mileage (Driver's license and vehicle required)*

Advance Vote Post Secondary Schools: October 4-7: 9:00am - 5:00pm

4 days, 8 hours

\$732 **Includes training compensation and mileage (Driver's license and vehicle required)*

Hospitals: October 18: 7:30am - 6:00pm

1 day, 10.5 hours

\$280 **Includes training compensation and mileage (Driver's license and vehicle required)*

How to Apply:

1. Complete an **online application** at <https://www.worktheedmontonelection.ca/>
2. It is recommended that you **upload a resume** as part of your application.
Tip: Your resume should highlight your election experience (if any) and other similar roles.
3. Complete the **online assessment**.