



JOB DESCRIPTION

DEPUTY RETURNING OFFICER

ABBREVIATION: DRO

EMPLOYMENT PERIOD: During the election period (when called)

- Ordinary Poll on Polling Day – One Day (usually a Monday), or
- Advance Polls – Two Days (Sunday and Monday the week before Polling Day)

Advance Poll DRO must also be available to count ballots on Election Day at the close of the polls.

DROs cannot be employed as DRO or Poll Clerk (PC) at both the ordinary and advance polls due to requirements of the count. They may be employed in non-DRO/PC positions as determined by the Returning Officer.

HOURS: Ordinary Poll: 7:30 AM to completion of count; polls are open 8:00 AM to 8:00 PM

Advance Poll: 7:30 AM to approx. 9:00 PM daily during the advance poll and 7:30 PM to completion of count on polling day

The DRO is responsible for ensuring that all electors are able to cast their ballots in an orderly fashion. They must maintain peace and good order at their polling station.

The DRO must also ensure that rules and procedures are followed. They will administer oaths to electors, when necessary. The DRO supervises the work of the Poll Clerk at the polling station in setting up, in conducting their duties throughout the day and during the counting of ballots.

There is one DRO and one PC per polling station.

In a polling place with only 1 poll the DRO is considered to be the Poll Supervisor.

PRIMARY DUTIES:

- Examines all forms, instructions and envelopes upon receipt of supplies
- Ensures their polling station is correctly set up and that it opens and closes on time
- Sets up the poll with necessary supplies and ensures that all campaign literature is removed
- Notifies Returning Officer (RO) when poll is open. If there is no Information and Resource Officer (IRO) at the polling place.
- Ensures forms are completed correctly
- Determines the elector's eligibility to vote
- Completes Registration form if necessary
- Initials a ballot and instructs the elector to mark and return the folded ballot to the DRO
- Receives marked ballots from electors and instructs elector to deposit ballot into ballot box
- Works with scrutineers
- Conducts the counting of the ballots and completes the Statement of the Poll
- Provides RO with the results of the count for their polling station if there is no IRO

- Assists with the return of materials to RO

REPORTS TO:

- Returning Officer, or
- Information and Resource Officer if more than 2 polls in the polling place

EXPERIENCE AND SKILLS REQUIRED:

- Non-partisanship as a representative of Elections Yukon
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy over a long day
- Organizational skills and attention to detail
- Ability to understand and follow directions, written instructions or checklists
- Strong verbal communication skills to welcome and provide instructions to voters
- Responsibility and accountability for the ballot box and voting material
- Good interpersonal skills to provide customer service and treat voters with respect
- Basic numeracy and analytical skills

WORKING CONDITIONS:

- DROs can expect to work up to a 14-hour day. Must be prepared to arrive early to set up the polling station, administer voting for at least 12 hours, and then conduct the count of ballots at the close of the poll.
- DROs work closely with Poll Clerk as a team
- DROs must bring their own non-perishable meals and beverages. DROs may not be able to leave their workstation for set meal breaks and there may not be any cooking or refrigeration facilities available.
- DROs sit for long periods, so they should dress comfortably but neatly and may wish to bring a cushion

REQUIREMENTS FOR ALL ELECTIONS YUKON POSITIONS:

- Must be an eligible elector: a Canadian citizen, a resident of Yukon for 12 months as of polling day and at least 18 years of age on polling day
- Must reside in the Electoral District in which they work
- Must attend training
- Must respect privacy and confidentiality
- Must be voter-centric
- Must maintain a professional working relationship with all candidates, candidates' agents, scrutineers and members of the public

REMUNERATION (Rates subject to change)

- \$275.00 per day