

Returning Officer-Job Description: A Territorial Returning Officer (RO) is responsible for the delivery, oversight and management of electoral events within the Electoral District for which he or she is appointed. There are 19 ROs in Yukon.

Returning Officers must be eligible to vote in a Territorial Election in the Electoral District they are appointed for. Check the map for the Electoral District Riverdale South [\[\[\[Link to map\]\]\]](#) to see if you reside in that District.

Reporting relationship: The RO is appointed by and reports to the Chief Electoral Officer. The appointment is long term.

Hours: Varies; prior to election there is ongoing training and readiness tasking. Typically 10 hours per month. During an election, the office is open approximately 40 hours per week over a 5 week period. Some days, including when polls are open, are extended days of 12 hours plus.

Salary: Currently under review. Hitherto, pay before an Election Period was \$28/hr. During the Election Period, a fixed fee is paid, with additional tasking, approx. \$6500.

Key activities

- Appoints an Assistant Returning Officer.
- Plans and organizes the delivery of access to voting; including special ballots, advance polls, and ordinary polls
- Manages and controls financial, material and human resources
- Administers the Yukon Elections Act
- Communicates information to the public, candidates, political parties, and Elections Yukon
- Contributes to the improvement of the electoral process

Pre-Event Tasks

Training and planning for an election. The work is flexible and part time. Pre-event tasks include:

- Locates suitable and accessible spaces for the Returning Office and for Polling Locations, negotiates leases with landlords
- Recruits, appoints, and trains office staff
- Uses electoral technology
- Reviews the Electoral District's addressing information to ensure that Electors are registered
- Identifies areas for targeted Revision of the list of Electors, such as new residential developments, high-mobility areas, institutions, etc.
- Reviews polling division boundaries

- Ensures that an outreach action plan is created for each of the target groups represented within the electoral district

Election Period Tasks

Plans and organizes the delivery of access to voting:

- Publishes statutory public notices
- Appoints, assigns, and directs the work of election officers
- Administers oaths
- Implements security measures to protect information, assets, staff, and the general public at the Returning Office and at Polling Locations
- Establishes an Office of the Returning Officer
- Establishes Polling Locations and distributes notices
- Ensures that registration and voting processes are conducted in compliance with the Yukon Elections Act
- Arranges for the distribution of the Lists of Electors to candidates
- Manages the revision and the printing of the Lists of Electors
- Coordinates, validates and reports on the results of the vote
- Manages the judicial recount process, if any
- Coordinates the return of election documents, furniture, equipment and telephone apparatus
- Completes reports and returns

See also the [Information Sheet for Returning Officers](#).

For more information, contact Elections Yukon at info@electionsyukon.ca or (867) 667-8683.

To apply for this position, visit our [Job Opportunities page](#), then download the application using the **Application For Returning Officer and Assistant Returning Officer** button. Instructions are on that form.