

ABBREVIATION: IRO

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)

IROs may be employed at both the ordinary and advance polls or in alternate 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

An Information and Resource Officer is the Poll Supervisor when there are two or more polling stations at one polling place. They oversee the safe and compliant operations at the site and the conduct of the voting. They ensure reports and updates are relayed to the Returning Officer (RO) and Assistant Returning Officer (ARO) during the day.

IROs oversee the staff at the polling place, ensuring that the polls open on time and that voting procedures are followed correctly, and deal with problems and issues as they arise. They ensure that personnel are ready for the close of the polls and for the counting of ballots, and report results to the RO as soon as they become available.

IROs also ensure the voter-centric services are provided by the election officers including traffic flow, line-up management, parking, access, and elector relations.

PRIMARY DUTIES:

- Contacts poll workers in advance to ensure they arrive on time to set up the poll
- Oversees the setting up of the polling place and notifies RO when polls are open
- Acts as the liaison between the RO and the poll officials
- Ensures the polling place is free from political and campaign literature.
- Replaces an absent poll worker or one who is taking a break, by assuming their duties
- Supervises poll officials and checks to ensure procedures are followed and forms are completed
- Directs electors and candidate’s representatives to the appropriate polling station
- Registers qualified electors when necessary
- Directs the orderly flow of electors
- Oversees the counting of the ballots and reports results of each poll to the RO
- Assists with the closing down of the polls and return of materials to the Returning Office
- Ensures the security of ballot boxes and voting materials at the end of each day and retrieves to open the polls the next day and for the count on polling day, if working the advance poll

REPORTS TO:

- Returning Officer

REQUIREMENTS OF ALL ELECTION OFFICIALS

- Must be an eligible elector: Canadian citizen, resident of Yukon for 12 months as of polling day and at least 18 years old on polling day
- Must reside in the electoral district in which they work
- Must attend training
- Must respect privacy and confidentiality
- Must have the ability to be a non-partisan representative of Elections Yukon
- Must be voter-centric
- Must maintain a professional working relationship with all candidates, candidates' agents, scrutineers and members of the public

EXPERIENCE AND SKILLS REQUIRED:

- Supervisory and leadership skills, experience providing guidance and direction at a polling place
- Organizational skills and experience
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy over a long day
- Familiarity with the electoral district
- Professional, tactful and exercise good judgment
- Ability to oversee, anticipate and manage problems
- Basic numeracy and analytical skills
- Good attention to detail

WORKING CONDITIONS:

- IROs can expect to work a 16-hour day. Must be prepared to arrive early to set up the polling place, supervise voting for at least 12 hours, and then oversee the count of ballots at the close of the poll.
- IROs work closely with RO and all election officers in the polling place
- IROs must bring their own non-perishable meals and beverages. IROs are not be able to leave the polling place and there may not be any cooking or refrigeration facilities available.
- As IROs should dress comfortably but professionally

REMUNERATION (Rates subject to change)

- \$355.00 per day