

## Assistant and Additional Assistant Returning Officer Job Description

<b>Duties Summary</b>	<i>The Assistant Returning Officer (ARO)/ Additional Assistant Returning Officer (AARO) assists the RO in the administration of a fair, compliant and impartial election in their Electoral District (ED) and if required, the ARO assumes the duties of the Returning Officer (RO) if the RO is unavailable, unable or unwilling for any reason to act as RO.</i>
<b>Reports to</b>	<i>Electoral District Returning Officer and the Yukon Chief Electoral Officer</i>

### Job purpose

- Reporting to the Returning Officer (RO) the Assistant Returning Officer/Additional Assistant Returning Officer (ARO/AARO) is responsible with assisting in the administration of a fair, compliant and impartial election in their designated Electoral District/Polling Divisions to which they are appointed, in accordance with the Elections Act, and the policies and directions of the CEO.
- To conduct a fair and free election
- To promote democratic participation

### Duties and responsibilities

- Plan, organize, implement and monitor all activities with the assistance of the RO.
- Knowledge of relevant legislation, regulations, policy, and procedures
- Full understanding of geographic and demographics of designated Electoral District
- Ability to complete tasks within a very short and specific time frame
- Assist with voter registration and revision in the Electoral District by:
  - ✓ Assist with managing voter registration/revision process in the electoral district
  - ✓ Providing information to stakeholders on voter registration methods and opportunities
  - ✓ Completing and submitting voter registration/revision documents to Elections Yukon
- Assisting with administering elections within the Electoral District by:
  - ✓ Ensure effective management of Returning Office in separate communities, if applicable
  - ✓ Selecting and renting polling locations
  - ✓ Ensuring and overseeing all legislated voting opportunities
  - ✓ Receiving the votes of electors who vote in the Returning Office/AARO office
  - ✓ Reporting the initial count of votes cast to the RO on election night
  - ✓ Attending training courses provided by Elections Yukon outside of electoral event timeframe
- Assist with management of the administrative and human resources required for the efficient, effective conduct of elections by:
  - ✓ Recruiting, selecting, assigning, orienting and training Elections Officers for each polling location and polling station
  - ✓ Managing the performance of Election Officers
  - ✓ Closing the returning office/AARO office and returning all supplies to Elections Yukon
- Communicating information to the public, candidates, political parties and Elections Yukon by:
  - ✓ Answering questions and providing information
  - ✓ Completing, printing, and distributing certain public notices required by the Elections Act or the CEO
  - ✓ Being available during posted office hours for the duration of the election event to provide information and assistance to stakeholders, and,
  - ✓ Keeping in contact with and responding to questions from Elections Yukon



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- Being an effective and non-partisan representative of Elections Yukon
- Contributing to the improvement of the electoral process by:
  - ✓ Participating in event post-mortems
  - ✓ Seeking and recommending procedural improvements that will increase the efficiency of future electoral process

### Qualifications

Core Competencies needed:

- Communication
- Initiative
- Team Leadership
- Client Focus
- Quality & Results Orientation/Accountability
- Decision Making
- Planning and Organizing
- Values and Ethics
- Stress Management
- Team Work
- Ability to effectively use a variety of software programs including but not limited to Microsoft WORD, EXCEL, OUTLOOK and Windows operating system

### Working conditions

The position requires a person to work long hours on Polling Days with few breaks and constant interruptions. Requests for assistance from Elections Yukon can occur at any time.

<b>Approved by:</b>	<i>Chief Electoral Officer – Elections Yukon (v2.0)</i>
<b>Date approved:</b>	<i>March 4, 2020</i>
<b>Reviewed:</b>	