

ABBREVIATION: RevO

EMPLOYMENT PERIOD: During the election period (when called)

- At the Office of the Returning Officer (RO)

HOURS: Part time over the election period (31 days) as determined by the RO. The requirement and number of approved hours will vary depending on volumes and workloads (nominally up to 50 hrs.).

The Revising Officer (RevO) provides additional continuity and capacity of service during office hours and revision support to the RO and Assistant Returning Officer (ARO) during specific electoral operations and periods of surge activity.

The RevO provides additional capacity when required to support revision planning and coordinate the registration of electors. The RevO also assists with Special Ballot processes at the Returning Office or at off-site locations.

The RevO also assists the RO in an administrative capacity as directed.

PRIMARY DUTIES:

- Assists with the coordination and administration of Registration and Special Ballot activities in the RO office, or at institutions and care homes
- Assists with the coordination, training, and administration of targeted revision activities
- Supports registration tasks including verifications of eligibility, form completion, and entry into the register of electors and maintenance of the Special Ballot Poll Book
- Supports the planning of the verification and counting of Special Ballots, as well as the completion of the Special Ballot Statement of the Poll

REPORTS TO:

- Returning Officer

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
- As a representative of Elections Yukon, must be non-partisan
- Must maintain a professional working relationship with all candidates, candidates' agents, scrutineers and members of the public

EXPERIENCE AND SKILLS REQUIRED:

- Planning and coordination of activities
- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy
- 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 skill

WORKING CONDITIONS:

- Works in the Returning Office
- May work in the field in support of registration, Special Ballots and targeted revision
- Organizes and trains RevAs
- Provides supervision support to RevAs
- Works with the RO and the public

REMUNERATION (Rates subject to change)

TBD – \$20/hr+