

JOB DESCRIPTION – DEPUTY RETURNING OFFICER (DRO)

TIME COMMITMENT

1.5 hours online module	To be completed before you attend instructor lead virtual training
3 hours instructor led virtual training	Prior to Election Day
Election Day	October 24, 2022 (9 am – 9 pm)

TOTAL PAY

\$331.56 (this is a flat rate which includes training, picking up and dropping off supplies and working Election Day)

EXPECTATIONS AND RESPONSIBILITIES

Under the direction of the Elections Office, Location Manager and the Vote Anywhere Supervisor the DRO is responsible for:

- Helping with the set-up of laptops prior to the polls opening;
- Verifying identification provided by electors;
- Using the Voter View computer application to strike electors off the electronic Voters' List;
- Processing "*Applications for Revision to the Voters' List*" in accordance with the *Municipal Elections Act, 1996*, and the procedures set out by the City Clerk;
- Completing forms neatly and accurately and administering oaths as required;
- Issuing ballots to qualified electors;
- Ensuring that voting is smooth and easy and that the laws governing the election are strictly followed;
- Reconciling ballot counts every hour;
- Helping electors that require assistance;
- Performing other duties as assigned by the Elections Office, Vote Anywhere Supervisor or Location Manager;
- Helping with the packing up of laptops at the end of the day;
- Performing closing procedures.

QUALIFICATIONS

- Experience working in a City of Mississauga municipal election preferred;
- Successful completion of elections training;
- Must have the ability to read, speak and write in English;
- Must be able to assist with the set up and take down of the polling location which may include lifting up to 55+ pounds;
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem solving skills;
- Must be able to work well as a member of a team;
- Must have experience setting up laptops;
- Must have the ability to sit and use a laptop for prolonged periods of time;
- Must have strong computer and data entry skills;
- Must be able to set aside personal political preferences and deal with electors and candidates in a non-partisan manner;
- Must have a personal email address to receive correspondence from the Elections Office.