

## JOB DESCRIPTION – DEPUTY RETURNING OFFICER (DRO)

### TIME COMMITMENT

1.5 hours online module	To be completed before you attend in person training
3 hours in person training	Prior to Election Day at Civic Centre
Election Day	June 10, 2024 8:30am until dismissed by the Location Manager

### TOTAL PAY

**\$381.00** (This rate includes pay for training, supply pick up and drop off as required by the Elections Office 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;
- Assisting with packing up 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.