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<b>Job Title:</b>	Deputy Returning Officer (D.R.O.)
<b>Branch:</b>	City Clerk Services
<b>Remuneration:</b>	\$275
<b>Time Commitment:</b>	Training: Approximately 2 hours (in-class, online training, and material review) Election Day: October 24, 2022, approximately 9:00 a.m. – 9:00 p.m.

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The Deputy Returning Officer (D.R.O.) is responsible for issuing ballots to electors and maintaining the Voters' List.

**Core Responsibilities:**

- Must arrive at the Voting Place at 9 a.m.
- Assists with set up of the Voting Place to ensure it opens at 10:00 a.m.
- Directs electors whose name does not appear, or whose entry on the Voters' List is to be revised, to the Revising Deputy Returning Officer
- Verifies required identification provided by electors
- Locates and crosses-off electors' names on the Voters' List using an ePoll Book
- Determines the type of ballot to be issued
- Issues ballots to electors
- Instructs electors on voting procedure
- Administers Oaths
- Assists voters with disabilities
- Reconciles the ballot count after the end of voting
- Assists the Voting Place Supervisor with opening and closing the Voting Place

**Key Qualifications:**

- Comfortable with using computers and administering a database
- Ability to deal tactfully and courteously with the public
- Strong organizational skills and attention to detail
- Good communication skills with the ability to effectively provide direction and instruction
- Previous experience as an election official is an asset

**Conditions of Employment:**

Must:

- Have reliable transportation to attend the Voting Place on Voting Day
- Be legally entitled to work in Canada
- Be 16 years of age on or before voting day

Must not be:

- A candidate or registered third party advertiser;
- An immediate family member of a candidate, or
- Actively working to support or oppose a candidate in the Oshawa Municipal and School Board Elections