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<b>Job Title:</b>	Revising Deputy Returning Officer (R.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 Revising Deputy Returning Officer (R.D.R.O.) is responsible for adding, changing or removing Voters' names or information on the Voters' List and issuing ballots to Voters and maintaining the Voters' List.

**Core Responsibilities:**

- Must arrive at the Voting Place at 9:00 a.m.
- Assists with set up of the Voting Place to ensure it opens at 10:00 a.m.
- Assists voters who need to add, change or remove their name or information on the Voters' List using an ePoll Book
- 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