

---

**Job Title:** Tabulator Deputy Returning Officer (T.D.R.O.)

**Branch:** City Clerk Services

**Remuneration:** \$275

**Time Commitment:** Training: Approximately 2 hours (in-class, online training, and material review)  
Election Day: October 24, 2022, approximately 8:00 a.m. – 9:00 p.m.

---

One Tabulator Deputy Returning Officer (T.D.R.O.) is appointed for each Voting Place and is responsible for the tabulation of all votes at the Voting Place and generation of the election result tape after the close of voting.

**Core Responsibilities:**

- Pick up the tabulator and ballot box from City Hall
- Must arrive at the Voting Place at 9 a.m. on Voting Day
- Assists with set up of the Voting Place to ensure it opens at 10:00 a.m.
- Sets-up the vote tabulator prior to opening the Voting Place
- Ensures the vote tabulator is working properly
- Assists voters with disabilities use assistive devices when voting
- Receives completed ballots from voters
- Inserts ballots into the ballot box through the vote tabulator
- Advises voters of errors resulting in rejection of their ballot
- Generates a totals tape at the close of voting
- Returns election results and vote tabulator promptly to the Election Results Centre at the close of poll

**Key Qualifications:**

- Comfortable using and learning voting technology
- Ability to deal tactfully and courteously with the public
- Good communication skills to effectively provide direction and instruction

**Conditions of Employment:**

Must:

- Be able to lift and carry the vote tabulator (approximately 40 lbs.)
- Have a personal vehicle to pick up and deliver the vote tabulator
- Have a cell phone
- Have a valid non-probationary Ontario Class “G” driver’s licence, in good standing
- Be legally entitled to work in Canada
- Be 18 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