

# Elections Ontario Job Descriptions 2022



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## **How to request an accommodation**

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please contact the returning office where you would like to apply. Visit [www.elections.on.ca](http://www.elections.on.ca) for the returning office contact information.

➤ **No Computer Skills  
Required:**



# Area Manager

Position Status: Temporary Assignment – Election Day only

Location: Voting locations across Ontario

Hourly Rate: \$25.00 per hour

Hours of Work: Up to 13 hours

## What to expect in this role

The Area Manager (AM) oversees several paper-based voting locations and supervises poll officials on election day.

Reporting to the Returning Officer or designate, you will:

- Supervise two (2) to five (5) voting locations on election day. The ability to travel and provide your own transportation between voting locations is a requirement of the job and mileage is paid.
- Act as a liaison to relay information between the voting locations and the Returning Officer.
- Report any services that are disrupted, incidents that occur or complaints that are made at the voting location to the Returning Officer in a timely manner.
- Contact poll officials to ensure your team is available to work on the prescribed days and times.
- Complete tasks manually, using paper forms and lists at voting locations.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure all voting locations are free of any partisan campaign materials.
- Ensure all voting locations are accessible to the electors.
- Supervise poll officials and voting locations to ensure proper procedures are being executed.

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- Assist electors with disabilities, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations.
- Temporarily backfill a poll official role, if required.
- Resolve any issues at the voting location escalated by the poll officials as they arise.
- Ensure all assigned voting locations promptly close on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Complete the paper-based Ballot Statement of the Poll form after the closing of the polls.
- Communicate the results to the returning office.
- Remove all posters and signage after closing on election day.
- Ensure poll supplies from the voting locations are returned to the returning office after closing on election day.
- Ensure time sheets from the voting locations are returned to the returning office after closing on election day.

**What you need to qualify**

- Access to a cell phone and vehicle to travel to and from the returning office and voting locations.
- Availability to work up to 13 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.

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- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to calculate, tally and track number the number of ballots manually.
- Ability to stand and work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

## Deputy Returning Officer

Position Status: Temporary Assignment – Election Day only

Location: Voting locations across Ontario

Hourly Rate: \$19.00 per hour

Hours of Work: Up to 13 hours

### What to expect in this role

The Deputy Returning Officer (DRO) processes electors, revises their information and issues ballots on election day at polls without technology.

Reporting to the Area Manager (AM), you will:

- Notify the Area Manager of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Complete tasks manually, using paper forms and lists at a voting location.
- Complete manual forms with accuracy, legibility, and efficiency.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Verify elector identification and qualifications to vote.
- Issue ballots to eligible electors.
- Manage a large flow of electors within a voting location.
- Direct any elector issues to the Area Manager as they arise.

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***Job description  
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- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Count the ballots and complete the paper-based Ballot Statement of the Poll form after the closing of the polls.
- Communicate the results of the Ballot Statement of the Poll to the returning office.
- Shut down the voting location, pack any poll materials to be returned to the returning office and remove all posters and signage at the voting location.
- Ensure poll supplies from the voting location are returned to the returning office after closing on election day.

**What you need to qualify**

- Access to transportation and a cell phone.
- Availability to work up to 13 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.

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- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to calculate, tally and track the number of ballots manually.
- Ability to work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

## **COVID-19**

Please note that jobs and their locations are assigned by the Returning Officer. Elections Ontario poll officials, Special Ballot Officers and Revising Agents who work in long-term care facilities or hospital settings must be fully vaccinated, as per Government of Ontario requirements.

## Poll Clerk

Position Status: Temporary Assignment – Election Day only

Location: Voting locations across Ontario

Hourly Rate: \$17.00 per hour

Hours of Work: Up to 13 hours

### What to expect in this role

The Poll Clerk assists the Deputy Returning Officer with processing electors.

Reporting to the Area Manager, you will:

- Notify the Area Manager of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Complete tasks manually, using paper forms and lists at the voting location.
- Verify elector identification and qualifications to vote.
- Assist electors in the voting process.
- Locate and manually strike off the elector's name on the hard copy List of Electors.
- Collect elector personal information to manually complete forms.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.

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- Direct any elector issues to the Area Manager as they arise.
- Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Assist the Deputy Returning Officer count the ballots and complete the paper-based Ballot Statement of the Poll form after the closing of the polls.
- Remove all posters and signage after closing and help the Deputy Returning Officer pack materials to be returned to the returning office on election day.

**What you need to qualify**

- Access to a cell phone.
- Availability to work up to 13 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to calculate, tally and track the number of ballots manually.
- Ability to work for long stretches of time (up to 13 hours).

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- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

## **COVID-19**

Please note that jobs and their locations are assigned by the Returning Officer. Elections Ontario poll officials, Special Ballot Officers and Revising Agents who work in long-term care facilities or hospital settings must be fully vaccinated, as per Government of Ontario requirements.

## **Polling Day Revision Assistant**

Position Status: Temporary Assignment – Election Day only

Location: Voting locations across Ontario

Hourly Rate: \$17.00 per hour

Hours of Work: Up to 13 hours

### **What to expect in this role**

The Polling Day Revision Assistant (PDRA) verifies whether an elector appears accurately on the List of Electors. The PDRA performs manual revisions and additions to the List of Electors to correct any inaccurate elector information.

Reporting to the Area Manager, you will:

- Notify the Area Manager of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Complete tasks manually, using paper forms and lists at the voting location.
- Verify elector identification including name and address.
- Perform manual revisions and additions to the List of Electors using hard copy forms.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.

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***Job description  
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- Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Remove all posters and signage after closing on election day.

**What you need to qualify**

- Availability to work up to 13 hours on election day.
- Availability to attend a training session.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail.
- Ability to work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

## Information Assistant

Position Status: Temporary Assignment – Election Day only

Location: Voting locations across Ontario

Hourly Rate: \$15.00 per hour

Hours of Work: Up to 13 hours

### What to expect in this role

The Information Assistant (IA) greets, directs, and assists electors at a voting location.

Reporting to the Supervising Deputy Returning Officer (SDRO) or Area Manager (AM), you will:

- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors, and assist with accessibility requirements, including opening doors for electors.
- Greet electors at the voting location and request they have proper identification ready.
- Assist electors at the voting location and provide them with instructions and directions.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.
- Escalate elector issues to the Supervising Deputy Returning Officer or Area Manager in an efficient and timely manner, as required.
- Ensure the voting location promptly closes on time and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.

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- Assist poll officials in shutting down the voting location, including removing all posters and signs after closing on election night.

**What you need to qualify**

- Availability to work up to 13 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication and customer service skills.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Be at least 16 years of age on election day.

## **Advance Poll Information Assistant**

Position Status: Temporary Assignment – Advance Poll

Location: Voting locations across Ontario

Hourly Rate: \$15.00 per hour

Days of Work: Up to 10 consecutive days during the advance poll period

Hours of Work: Up to 11 hours per day

### **What to expect in this role**

The Advance Poll Information Assistant (APIA) greets, directs, and assists electors at a voting location during an advance poll.

Reporting to the Advance Poll Supervising Deputy Returning Officer (APSDRO), you will:

- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors, and assist with accessibility requirements, including opening doors for electors.
- Greet electors at the voting location and request they have proper identification ready.
- Assist electors at the voting location and provide them with instructions and directions.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.
- Escalate elector issues to the Advance Poll Supervising Deputy Returning Officer in an efficient and timely manner, as required.
- Ensure the voting location promptly closes on time each night and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.

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- Assist poll officials in shutting down the voting location, including removing all posters and signs after closing on the last night of advance polls.

**What you need to qualify**

- Availability to work up to 11 hours per advance poll day.
- Availability to work up to 10 consecutive days of advance polls.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication and customer service skills.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 11 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Be at least 16 years of age on election day.

# ➤ Comfortable with Computers:



# Advance Poll Supervising Deputy Returning Officer

Position Status: Temporary Assignment – Advance Poll

Location: Voting locations across Ontario

Hourly Rate: \$25.00 per hour

Days of Work: Up to 10 consecutive days during the advance poll period

Hours of Work: Up to 11 hours per day

## What to expect in this role

The Advance Poll Supervising Deputy Returning Officer (APSDRO) oversees the voting location and manages poll officials during advance poll voting.

Reporting to the Returning Officer, you will:

- Supervise one (1) voting location with technology.
- Act as a liaison to relay information between the voting location and the Returning Officer.
- Report any services that are disrupted, incidents that occur or complaints that are made at the voting location to the Returning Officer in a timely manner.
- Contact poll officials to ensure your team is available to work on the prescribed days and times.
- Bring, set up, test and troubleshoot the technology the night before the first day of advance polls.
- Follow troubleshooting steps to assist in resolving issues with technology (computer, printer, modem).
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.

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- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Supervise poll officials to ensure proper procedures are being executed.
- Complete tasks using forms and lists on a computer equipped with Elections Ontario software.
- Temporarily backfill a poll official role, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Resolve any issues at the voting location escalated by the poll officials as they arise.
- Ensure the voting location promptly closes on time each night of advance polls, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Securely store equipment and materials at the voting location each night during advance polls.
- Remove all posters and signage after closing on the last night of advance polls.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing the last night of advance polls.
- Ensure timesheets from the voting locations are returned to the returning office after closing on the last night of advance polls.

**What you need to qualify**

- Access to a cell phone and vehicle to travel to and from the returning office and voting location.
- Availability to work up to 11 hours per advance poll day.

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***Job description  
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- Availability to work up to 10 consecutive days of advance polls.
- Availability to work up to three hours the night before the first day of advance polls to set up and troubleshoot technology.
- Availability to work up to three hours on election night to tabulate results.
- Availability to attend a training session.
- Ability to lift up to 60 lbs.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to calculate, tally and track the number of ballots manually, if required.
- Ability to work for long stretches of time (up to 11 hours, with the exception of the first day of advance polls, up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

## Advance Poll Deputy Returning Officer

Position Status: Temporary Assignment – Advance Poll

Location: Voting locations across Ontario

Hourly Rate: \$20.00 per hour

Days of Work: Up to 10 consecutive days during the advance poll period

Hours of Work: Up to 11 hours per day

### What to expect in this role

The Advance Poll Deputy Returning Officer (APDRO) processes electors, revises their information and issues ballots using electronic forms and lists on a computer equipped with Elections Ontario software.

Reporting to the Advance Poll Supervising Deputy Returning Officer (APSDRO), you will:

- Complete poll set up the night before the first day of advance polls or morning of the first day of advance polls, as directed.
- Notify the Advance Poll Supervising Deputy Returning Officer of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the polls in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Verify elector identification and qualifications to vote.
- Complete tasks using forms and lists on a computer equipped with Elections Ontario software.

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***Job description  
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- Issue ballots to eligible electors.
- Manage a large flow of electors within a voting location.
- Complete tasks manually, using paper forms and lists, legibly and efficiently, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Direct any elector issues to the Advance Poll Supervising Deputy Returning Officer as they arise.
- Ensure the voting location promptly closes on time each night of advance polls, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Securely store equipment and materials at the voting location each night during advance polls.
- Remove all posters and signage after closing on the last night of advance polls.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing on the last night of advance polls.

**What you need to qualify**

- Access to transportation and a cell phone.
- Availability to work up to 11 hours per advance poll day.
- Availability to work up to 10 consecutive days of advance polls.
- Availability to work up to three hours as directed on the night before the first day of advance polls, to set up and troubleshoot technology.
- Availability to attend a training session.

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***Job description  
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- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to calculate, tally and track the number of ballots manually, if required.
- Ability to work for long stretches of time (up to 11 hours, with the exception of the first day of advance polls, up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

# Advance Poll Tabulator Deputy Returning Officer

Position Status: Temporary Assignment – Advance Poll

Location: Voting locations across Ontario

Hourly Rate: \$18.00 per hour

Days of Work: Up to 10 consecutive days during the advance poll period

Hours of Work: Up to 11 hours per day

## What to expect in this role

The Advance Poll Tabulator Deputy Returning Officer (APTDR0) feeds ballots into the vote tabulator and prints the candidate results tape using Elections Ontario software.

Reporting to the Advance Poll Supervising Deputy Returning Officer, you will:

- Bring, set up, test and troubleshoot the technology the night before the first advance poll day.
- Follow troubleshooting steps to assist in resolving issues with the vote tabulator.
- Notify the Advance Poll Supervising Deputy Returning Officer of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist with eligible electors casting their ballot by feeding the ballots into the vote tabulator machine.
- Assist electors with disabilities, if required.

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***Job description  
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- Manage a large flow of electors within a voting location.
- Direct any elector issues to the Advance Poll Supervising Deputy Returning Officer as they arise.
- Ensure the voting location promptly closes on time each night of advance polls, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Securely store equipment and materials at the voting location each night during advance polls.
- Remove all posters and signage after closing on the last night of advance polls.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing the last night of advance polls.
- Generate the tabulation results on election night.
- Complete a logic and accuracy test on the vote tabulator after election day.

**What you need to qualify**

- Access to transportation and a cell phone.
- Availability to work up to 11 hours per advance poll day.
- Availability to work up to 10 consecutive days of advance polls.
- Availability to work up to three hours as directed on the night before the first day of advance polls, to set up and troubleshoot technology.
- Availability to work up to three hours on election night to tabulate results.
- Availability to complete a logic and accuracy test on the vote tabulator after election day.

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- Availability to attend a training session.
- Ability to lift up to 60 lbs.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to read and key data on a touch screen using specific software programs.
- Ability to work for long stretches of time (up to 11 hours, with the exception of the first day of advance polls, up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 16 years of age on election day.

# Supervising Deputy Returning Officer

Position Status: Temporary Assignment – Election Day

Location: Voting locations across Ontario

Hourly Rate: \$25.00 per hour

Hours of Work: Up to 13 hours

## What to expect in this role

The Supervising Deputy Returning Officer (SDRO) oversees the voting location and manages poll officials on election day.

Reporting to the Returning Officer, you will:

- Supervise one (1) voting location with technology.
- Act as a liaison to relay information between the voting location and the Returning Officer.
- Report any services that are disrupted, incidents that occur or complaints that are made at the voting location to the Returning Officer in a timely manner.
- Contact poll officials to ensure your team is available to work on the prescribed days and times.
- Bring, set up, test and troubleshoot the technology the night before election day.
- Follow troubleshooting steps to assist in resolving issues with technology (computer, printer, modem).
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.

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- Assist electors with disabilities, if required.
- Supervise poll officials to ensure proper procedures are being executed.
- Manage a large flow of electors within a voting location.
- Complete tasks using forms and lists on a computer equipped with Elections Ontario software.
- Temporarily backfill a poll official role, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Resolve any issues at the voting location escalated by the poll officials as they arise.
- Ensure the voting location promptly closes on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Complete the paper-based Ballot Statement of the Poll form after the closing of the polls.
- Communicate the results to the returning office.
- Remove all posters and signage after closing on election day.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing on election day.
- Ensure time sheets from the voting locations are returned to the returning office after closing on election day.

**What you need to qualify**

- Access to a cell phone and vehicle to travel to and from the returning office and voting location.

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***Job description  
continued.***

- Availability to work up to 13 hours on election day.
- Availability to work up to three hours the night before election day to set up and troubleshoot technology.
- Availability to attend a training session.
- Ability to lift up to 60 lbs.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to calculate, tally and track the number of ballots manually, if required.
- Ability to stand and work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.



## Deputy Returning Officer (Tech)

Position Status: Temporary Assignment – Election Day

Location: Voting locations across Ontario

Hourly Rate: \$20.00 per hour

Hours of Work: Up to 13 hours

### What to expect in this role

The Deputy Returning Officer (DRO) processes electors, revises their information and issues ballots using electronic forms and lists on a computer equipped with Elections Ontario software.

Reporting to the Supervising Deputy Returning Officer, you will:

- Set up, test and troubleshoot the technology the night before election day.
- Notify the Supervising Deputy Returning Officer of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Verify elector identification and qualifications to vote.
- Complete revisions and additions to eligible electors on the electronic Voters List.
- Issue ballots to eligible electors.
- Manage a large flow of electors within a voting location.

*Job description continued  
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***Job description  
continued.***

- Complete tasks manually, using paper forms and lists, legibly and efficiently, if required.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting location.
- Direct any elector issues to the Supervising Deputy Returning Officer as they arise.
- Ensure the voting location promptly closes on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Shut down the voting location, pack any technology and poll materials to be returned to the returning office and remove posters and signage.
- Ensure poll supplies and technology from the voting location are returned to the Supervising Deputy Returning Officer after closing on election day.

**What you need to qualify**

- Access to transportation and a cell phone.
- Availability to work up to 13 hours on election day.
- Availability to work up to three hours the night before election day to set up and troubleshoot technology.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.

***Job description continued  
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*Job description  
continued.*

- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to calculate, tally and track the number of ballots manually, if required.
- Ability to work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 18 years of age on election day.

# Tabulator Deputy Returning Officer

Position Status: Temporary Assignment – Election Day

Location: Voting locations across Ontario

Hourly Rate: \$18.00 per hour

Hours of Work: Up to 13 hours

## What to expect in this role

The Tabulator Deputy Returning Officer (TDRO) feeds ballots into the vote tabulator and prints the candidate results tape using Elections Ontario software.

Reporting to the Supervising Deputy Returning Officer (SDRO), you will:

- Bring, set up, test and troubleshoot the technology the night before election day.
- Follow troubleshooting steps to assist in resolving issues with the vote tabulator.
- Notify the Supervising Deputy Returning Officer of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with Elections Ontario standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors.
- Assist with eligible electors casting their ballot by feeding the ballots into the vote tabulator machine.
- Assist electors with disabilities, if required.
- Manage a large flow of electors within a voting location.

*Job description continued  
on next page*





***Job description  
continued.***

- Direct any elector issues to the Supervising Deputy Returning Officer as they arise.
- Ensure the voting location promptly closes on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Generate the tabulation results and print the candidates result tape after closing on election night.
- Shut down the voting location, pack any technology and poll materials to be returned to the returning office and remove posters and signage at the voting location.
- Ensure poll supplies and technology from the voting location are returned to the returning office after closing on election night.
- Complete a logic and accuracy test on the vote tabulator after election day.

**What you need to qualify**

- Access to transportation and a cell phone.
- Availability to work up to 13 hours on election day.
- Availability to work up to three hours the night before election day to set up and troubleshoot technology.
- Availability to complete a logic and accuracy test on the vote tabulator after election day.
- Availability to attend a training session.
- Ability to lift up to 60 lbs.
- Ability to read and observe voting procedures at the voting location.

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on next page.***





***Job description  
continued.***

- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to read and key data on a touch screen using specific software programs.
- Ability to stand and work for long stretches of time (up to 13 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.
- Must be a Canadian citizen and at least 16 years of age on election day.

**Please Note:** the following jobs are not poll official positions. They would involve working in a returning office or satellite office in the electoral district throughout the election period.

## Special Ballot Officer

Position Status: Temporary Assignment

Location: Returning offices and satellite office across Ontario, as well as Ontario hospitals and electors' homes, if required.

Hourly Rate: \$20.00 per hour

Hours of Work: Hours will vary, depending on the electoral district

### What to expect in this role

Appointed by the Returning Officer and reporting to the Special Ballot Revision Officer, you will:

- Administer in-person voting for special ballot at the returning office, satellite office, for electors temporarily in a hospital, and for home visits.
- Provide administrative and operational support for special ballot processes, including the administration of applications, registrations, and voting processes.
- Provide administrative and organizational support to the Special Ballot Revision Officer in the management and delivery of special ballot voting, both within and outside of the returning and satellite office.
- Make home visits to electors with disabilities or who require assistance to apply, register and vote by special ballot, as required.
- Assist electors with completing the Special Ballot Application forms, if required.
- Complete tasks manually, using paper forms and lists.

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***Job description  
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- Complete tasks using forms and lists on a computer equipped with Elections Ontario software, if required.
- Verify elector identification and qualifications to vote.
- Instruct electors on how to complete the write-in ballot.
- Initial and issue write-in ballots to qualified electors.
- Receive and verify elector voting kits using a computer equipped with Elections Ontario software, if required.
- Count write-in ballots, tabulator ballots, and vote by mail ballots, as directed by the SBRO.
- Complete the paper-based Ballot Statement of the Poll form.
- Assist electors with disabilities, if required.
- Ensure the privacy of electors.

**What you need to qualify**

- Access to a cell phone and a vehicle to travel to and from electors' homes, if required for Special Ballot Officer-Home Visits.
- Access to a cell phone and a vehicle to travel to and from hospitals, if required for Special Ballot Officer-Hospital roles.
- Ability to read and observe voting procedures.
- Excellent interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff or the public in an efficient and timely manner.
- Ability to understand, rationalize, and resolve situations efficiently as they arise.

***Job description continued  
on next page.***







*Job description  
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- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to complete data entry of elector information using specific software programs, if applicable.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to calculate, tally, and track the number of ballots manually, if required.
- Ability to read hard copy maps.
- Ability to multi-task.
- Sensitive to the needs of people with disabilities and/or low literacy skills.
- Ability to work for long stretches of time especially during voting days.
- Must be a Canadian citizen and at least 18 years of age on election day.
- Must be a resident of Ontario.
- Must be legally entitled to work in Canada.
- Bilingual, as determined by the French Language Services Act.

## Revising Agent

Position Status: Temporary Assignment

Location: Returning offices across Ontario

Hourly Rate: \$17.00 per hour

Hours of Work: Hours will vary, depending on the electoral district

### What to expect in this role

Appointed by the Returning Officer and reporting to the Special Ballot Revision Officer, you will:

- Work in pairs and have equal authority.
- Confirm the correctness of the Target Revision-Walk Sheet (F0312).
- Register qualified electors whose names do not appear on the Preliminary List of Electors (F0313).
- Complete the appropriate forms for each elector accurately.
- Return completed forms and report to the returning office daily, or as directed.

### What you need to qualify

- Previous work experience as a Revising Agent considered an asset.
- Knowledge of the rules relating to the qualifications of electors.
- Basic knowledge of the electoral process.
- Basic knowledge of the electoral district.
- Knowledge of the revision process.
- Basic knowledge of the rules relating to the qualifications of electors.

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*Job description  
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- Organizational skills.
- Ability to print legibly.
- Ability to complete hard copy forms accurately.
- Ability to identify and verify hard copy information provided by voters in a timely manner.
- Ability to read hard copy maps.
- Detail oriented.
- Excellent interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff or the public in an efficient and timely manner.
- Ability to multi-task.
- Sensitive to the needs of people with disabilities and/or low literacy skills.
- May require a valid driver's license.
- May require access to a vehicle. Sometimes a vehicle is required to travel across wide-spread geographic areas during the election.
- Ability to understand, rationalize, and resolve situations efficiently as they escalate.
- Ability to work for long stretches of time especially during election days.
- Must be a Canadian citizen and at least 18 years of age on election day.
- Must be a resident of Ontario.

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on next page.*





*Job description  
continued.*

- Must be legally entitled to work in Canada.
- Bilingual, as determined by the French Language Services Act.

## Resource Staff

Position Status: Temporary Assignment

Location: Returning offices across Ontario

Hourly Rate: \$17.00 per hour

Hours of Work: Up to 137 hours

### What to expect in this role

Resource Staff are assigned to (or asked to perform) various roles within the returning office, training and logistics office, and satellite office, depending on the needs of the office.

Reporting directly to the Returning Officer, the Election Clerk or designate, you will:

- Respond accurately and consistently to general telephone enquiries pertaining to electoral information, within the prescribed procedures and instructions.
- Conduct assigned outbound calls.
- Access Election Ontario's Election Management System (EMS) to record or view poll official information.
- Assist electors with information at the returning office.
- Receive and data enter forms from the field such as elector revision forms, elector strike off information, and/or candidate results.
- Verify accuracy and completeness of data entered into election systems.
- Greet and assists in processing poll officials when they attend training sessions.
- Greet electors and representatives of political parties (primarily the role of Receptionist).
- Operates general office equipment.

*Job description continued  
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***Job description  
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- Answer the telephone, and record and relay messages to the appropriate returning office staff (primarily the role of Receptionist).
- Filing as required.
- Perform other duties as assigned.
- In addition to the above duties, you may be asked to:
  - Help recruit poll officials
  - Help the Training Officer set up the training room, prepare training material
  - Help with preparation of ballot boxes and materials
  - Help arrange and rearrange office furniture to suit different functions
  - Review undeliverable Voter Information Cards (VICs)
  - Manage inventory of supplies.
  - Prepare ballots for distribution.
  - Take delivery and/or unpack skids shipped by Elections Ontario.
  - Act as a Receptionist.

**What you need to qualify**

- General use and understanding of computer operation, keyboarding skills, and multi-line telephone systems.
- Able to complete data entry using specific software programs.
- Strong customer service skills.

***Job description continued  
on next page.***





***Job description  
continued.***

- Strong interpersonal communication (oral and written) and problem-solving skills to resolve issues and communicate solutions to staff in an efficient and timely manner.
- Ability to understand and follow detailed instructions and procedures.
- Ability to multi-task.
- Ability to assess the needs of callers and visitors.
- Sensitive to the needs of people with disabilities and/or low literacy.
- Willingness to work flexible hours.
- Ability to understand, rationalize, and resolve situations efficiently as they arise.
- Ability to work for long stretches of time especially during election days.
- Basic knowledge of the electoral process and basic knowledge of the electoral district considered an asset.
- Must be a Canadian citizen and at least 18 years of age on election day.
- Bilingual, as determined by the French Language Services Act.



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