

Revision Deputy Returning Officer (RDRO)

SUMMARY OF DUTIES: The Revision Deputy Returning Officer (RDRO) processes electors, revises their information and issues ballots on election day at polls with technology.

DUTIES AND RESPONSIBILITIES:

1. Report to the Poll Supervisor and notify any incidents that occur or complaints that are made at a voting location in a timely manner.
2. Scan the voter card provided by the elector.
3. Verify elector identification and qualifications to vote.
4. Record and issue ballots to eligible electors using an ePoll book at a voting location, recording the issuance of a ballot will automatically strike the voter off the voters' list.
5. Distribute the correct ballot to the voter.
6. Amend inaccurate information found on a voters' card manually with accuracy and legibility then input the same information for the elector using an ePoll book.
7. Manage a large flow of electors within a voting location.
8. Ensure the voting location is accessible to electors.
9. Ensure the voting location is free of any campaign materials.
10. Ensure Scrutineers and candidate representatives are following the guidelines as required in their appointment.
11. Ensure the voting location closes promptly on time and that all electors who have entered the voting location prior to close can mark and cast their ballot to vote.
12. Communicate the number of voters processed to the Poll Supervisor.
13. Shut down the equipment, pack any poll materials to be returned to City Hall and remove all posters and signate at the voting location.
14. Ensure all poll supplies from the voting location are picked-up by City representatives.

POSITION REQUIREMENTS:

- Available to work up to 12 hours on election day
- Available to attend a training session
- Possess computer skills in order to search, edit and record in a database
- Ability to read and observe voting procedures at the voting location
- Strong interpersonal communication and problem-solving skills to resolves issues and communicate solutions to staff and the public in an efficient manner
- Ability to understand, analyze and resolve situations as they arise
- Ability to identify and verify information provided by an elector in a timely manner
- Ability to tally and track the number of ballots issued
- Ability to learn and adapt quickly and complete repetitive duties
- Ability to multi-task

Rate of Pay: \$250

Training: \$16 per hour