



**MUNICIPALITY OF JASPER
JOB DESCRIPTION MANUAL**

Title: Deputy Returning Officer

Classification:	Supervisor: Returning Officer
Department: Protective & Legislative Services	Work Hours: Variable

SUMMARY DESCRIPTION

Reporting to the Returning Officer, this position will perform clerical duties to support the 2025 municipal election in a fair, non-partisan and impartial manner. Deputy Returning Officers support the municipal election process at the advance vote, institutional vote and on election day, including counting votes after the polls close.

PRIMARY DUTIES

- **Prepare for the municipal election**
 - Review the Deputy Returning Officer handbook and participate in the mandatory training session hosted by the Returning Officer
 - Assist the Returning Officer and Substitute Returning Officer with voting station setup ahead of the Advance Vote and Election Day

- **Assist electors to cast their votes**
 - Greet voters and verify their identification
 - Assist electors with the registration process
 - Help voters fill out required forms and file them appropriately
 - Hand out ballots and provide instructions to voters
 - Maintain the ballots, ballot box and voting compartment
 - Assist electors residing in a supportive living facility (institutional vote)
 - Fill in for vacancies that may occur at the voting station

- **Participate in post-election duties**
 - Assist with the counting of ballots at the close of the polls on election day
 - Complete the related forms and submit results to the Returning Officer
 - Help with taking down the voting station

EDUCATION, KNOWLEDGE AND EXPERIENCE

- Grade 12 education

- Previous experience as an election worker is an asset
- Knowledge of standard office procedures

COMPETENCIES AND BEHAVIOURS

- Ability to hold matters in strict confidence and exercise impartiality
- Strong attention to detail
- Conduct public relations skillfully and tactfully
- Ability to work without direct supervision
- Must be available to attend the mandatory training session

Approved: _____ **Original Signed** _____

Bill Given
Chief Administrative Officer
Municipality of Jasper

Date: _____ **2024-08-14** _____