



The County of Vermilion River is seeking to fill multiple positions for
Deputy Returning Officers.

Qualifications

- Must be at least 18 years old on Election Day and eligible to work in Canada.
- Must be able to deal tactfully and courteously with the public.
- Good communication skills with the ability to effectively provide direction and instruction.

Duties and Responsibilities

- Participate in mandatory training hosted by the Returning Officer prior to Election Day.
- Set up the polling station at least one hour prior to opening.
- Maintain the ballots, ballot box, and polling booth.
- Administer necessary oaths, declarations, and voting process.
- Instruct electors in completing the ballot.
- Maintain peace and order in the polling station.
- Conduct the counting of ballots after the close of the polling station.
- Communicate the unofficial results as directed by the Returning Officer.
- Instruct scrutineers of the proper procedures in the polling station.
- Return the ballot box and supplies to the Returning Officer if a supervisor cannot.
- Be professional and polite at all times.

Resumes clearly marked: **“CONFIDENTIAL – Deputy Returning Officer”** can be submitted to:

Email: hr@county24.com

Human Resources Administrator

County of Vermilion River, Box 69 Kitscoty, AB T0B 2P0

The personal information you provide on this form is collected under the authority of the Access to Information Act and the Protection of Privacy Act. It is collected for the purpose of applying for employment.

Your personal information will be used only for the purpose for which it was collected or for a use consistent with that purpose. The information will be stored securely in accordance with the County of Vermilion information management and security policies and will be retained in accordance with the retention and disposal schedule. You have the right to access your personal information and request corrections.

If you have any questions about the collection, use, or disclosure of your personal information, please contact Hannah Musterer at 780-846-3304.

County of Vermilion River Careers:

<https://www.vermilion-river.com/departments/administration/careers>