



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

A Presiding Deputy Returning Officer is responsible for supervising all election staff and activities occurring in a polling station. This position holds significant authority within the polling station to ensure everything runs smoothly including keeping proper records, corresponding with the Election Office, and troubleshooting issues as necessary.

Qualifications

- Must be at least 18 years old on Election Day and eligible to work in Canada.
- Significant election experience.
- Map reading skills.
- Experience in conflict resolution.
- 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.
- Pick up all supplies for the polling station prior to Election Day and store securely.
- Prepare the polling station for the election (inspecting the polling station, arranging access, and receiving keys in advance of Election Day).
- Supervise the polling station set-up.
- Supervise polling station activities and quality of work completed by other election officers.
- Conduct the counting of ballots after the close of the polling station.
- Assist electors as required.
- Assign tasks to election officers to best serve electors.
- Assign break times to election officers.
- Maintain peace and order in the polling station.
- Instruct scrutineers of the proper procedures in the polling station.
- Perform the duties of other election officers as required.
- Coordinate with candidates and media.
- Be professional and polite at all times.

Resumes clearly marked: **“CONFIDENTIAL – Presiding 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>