

POSITION DESCRIPTIONS
2021 Municipal Election Workers

Presiding Deputy Returning Officers (PDRO)

Oversee the assigned voting station.

Ensure the voting station is set up prior to 8 am on Election Day and is closed in accordance with the *Local Authorities Election Act* (LAEA) on Election Night.

Supervise, direct, and assist other election workers, including accurately completing voting registers and issuing ballots.

Provide direction to voters and assist voters with special needs.

Ensure secrecy and integrity of the voting process and adherence to the LAEA.

Oversee and participate in the ballot count. Responsible for ensuring the accuracy of the count and completion of the Ballot Account.

Ensure security and delivery of the ballot boxes and other election material on Election Night as directed by the Returning Officer.

Troubleshoot issues as required.

Wage rate is \$360.00 for Election Day and a pro-rated rate for the training session and for the Advance Vote (if applicable).

Deputy Returning Officers (DRO)

Assist with voting station set-up on Election Day.

Accurately complete voting registers and issue ballots.

Provide direction to voters and assist voters with special needs.

Ensure secrecy and integrity of the voting process and adherence to the LAEA.

Participate in the ballot count, as directed by the PDRO.

Assist with closure of the voting station on Election Night in accordance with the *Local Authorities Election Act*.

Support and assist PDRO as requested.

If required, carry out Voting Station Attendant duties in his/her absence.

Wage rate is \$300.00 for Election Day and a pro-rated rate for the training session and for the Advance Vote (if applicable).

Voting Station Attendants

(this position is tentative and will be subject to COVID-19 public health restrictions)

Welcome all voters and direct them to the DRO.

Assist voters with special needs (under direction of the PDRO).

Ensure voting supplies are available at each voting booth.

Ensure voting station (including individual voting booths) are sanitized between voters.

Assist DRO as requested by PDRO.

Support and assist PDRO as requested.

Wage rate is \$20 per hour. Number of hours to be worked TBD.

In addition to the above wage rates, mileage to the training session, Advance Votes (if applicable), and to the assigned Voting Station will be paid at the rate of \$0.59/km.

A cell phone allowance will be paid to one election worker per voting station on Election Day (as assigned by the PDRO) at the rate of \$25.

NO meal allowance will be paid.