

Counting Centre Presiding Deputy Returning Officer (Counting Centre PDRO)

- Visit assigned voting station location with Voting Station PDRO prior to Election Day
- Return voting station supplies to the Leduc Civic Centre
- Lead the closure of the voting station
- Supervise overall conduct of the voting station and ensure compliance with facility conditions
- Assign duties to election personnel and supervise their performance
- Complete election documentation
- Liaise with candidates, election officials, scrutineers, media and facility representatives
- Supervise the counting of ballots
- Post election results within the voting station and complete necessary paperwork
- Be knowledgeable of all election duties, responsibilities and activities (the Counting Centre PDRO is responsible for sitting in for workers on breaks)
- Be responsible for the safety and security of the voted ballots in the sealed ballot boxes
- Must provide own cell phone for communication with Election Central, as required
- Review training material to ensure understanding of your role
- Experience supervising approximately 10 to 15 people
- Must possess mathematical, organizational, verbal and written communication skills
- Must provide vehicle for transporting election materials and have appropriate insurance and a valid driver's license
- Other related duties, as required

Requirements for all positions:

- Minimum age of 16 years; youth (ages 16 and 17) must have parent or guardian approval
- Previous election experience preferred
- Ability to communicate tactfully and courteously with the public
- Must be able to work in a fast-paced environment
- Must be physically able to lift supplies weighing up to 30lbs (13kg)
- Must attend a mandatory training session
- Must have a social insurance number (SIN) and be able to present a Revenue Canada document containing your SIN to payroll, if hired