



2010 Municipal Election

Job Title:	Deputy Returning Officer
Department:	Legal & Legislative Services Clerk's Office
Remuneration:	\$200.00
Time Commitment:	Prior to Voting Day (approximately 1.5 hours for training) Election Day (Monday, October 25, 9:15 am to 9:00 pm)

Reporting to the Poll Manager, the Deputy Returning Officer is responsible for ensuring all voters who are entitled to vote may do so, in accordance with the *Municipal Elections Act, 1996*.

Major Responsibilities:

- Attends mandatory training session and reviews all training material
- Verifies number of ballots received
- Arrives at voting place at 9:15 am on voting day
- Assists with set-up of the voting place to ensure it opens at 10:00 am
- Receives and checks all supplies
- Reviews identification, administers oaths and issues ballots to eligible voters
- Provides instructions to voters on how to vote
- Assists with other duties as directed by the Poll Manager
- Assists with the closing of the voting place at 8:00 pm
- Returns all supplies to the Pickering Recreation Complex at the end of the day