

Required fields are marked with an asterisk (*).

- | | | |
|---------------------------------------------------------------------------------|-----|----|
| * Are you 16 years of age or older? | Yes | No |
| * Are you the spouse or an immediate family member of a candidate? | Yes | No |
| * Are you the spouse or an immediate family member of a registered third party? | Yes | No |
| * Do you have use of a vehicle for supply pick up before and on voting days? | Yes | No |

*Last name (please print)

*First name (please print)

Middle initials

*Mailing address

Unit # Street # Street name

Street type Direction City Province Postal code

*Telephone – Day Extension * Telephone – Evening Extension

E-mail

Please indicate if you

- | | | | | | |
|----------------------------------------------------|-----------|------------|------------------------|------|----|
| *Have worked at any level of election? | Municipal | Provincial | Federal | None | |
| *Speak and read English | Yes | No | *Speak and read French | Yes | No |
| Speak and read any other language (Please specify) | | | | | |

Availability

Indicate the position and date(s) for which you are applying. Only apply for one position per date.

The Deputy Returning Officer position requires you to have access to a vehicle.

Deputy Returning Officer	October 7	October 14	October 24
Supporting DRO	October 7	October 14	October 24
Revising Officer	October 7	October 14	October 24
Election Assistant	October 7	October 14	October 24

Training and materials

Training is mandatory for all positions regardless of previous election experience:

- | | | |
|-------------------------------------------------|---------|---------|
| * Preferred language for training and materials | English | French |
| * Preferred time of day for training | Day | Evening |

Accessibility accommodation request: Yes No

Details:

This collection of personal information is made under the authority of section 15 (1) of the *Municipal Elections Act, 1996*. The information will be used to appoint and administer personnel who are assigned to a voting place. Inquiries about this collection should be directed to the Elections Office by telephone at 613-580-2660 or by email at elections-jobs@ottawa.ca.

General roles and responsibilities

1) Deputy Returning Officer (DRO)

- Maintains custody and control of ballots and Voters' List for assigned voting subdivision.
- Reviews electors' identification to confirm that the name and qualifying address match the Voters' List, or the information presented on the electors' *Application to Add or Amend My Information on the Voters' List*.
- Assists with the completion of the *Application to Add or Amend My Information on the Voters' List* form for electors not on the Voters' List.
- Receives certified *Appointment for Voting Proxy* forms.
- Issues ballots to electors.
- Completes *Deputy Returning Officer Ballot Statement* form.
- Assists or acts as the Elections Assistant or the Revising Officer, as required.

2) Supporting Deputy Returning Officer (Supporting DRO)

- Assists the Supervisor Deputy Returning Officer with the set up and take down of the vote tabulator.
- Processes ballots through the vote tabulator throughout the day.
- Assists electors wishing to use the accessible features of the vote tabulator, allowing them to mark and cast their ballot privately and independently.
- Explains how the accessible vote tabulator works and answers any questions.
- Maintains custody and control of cancelled and declined ballots at the vote tabulator.
- Provides replacement ballots for cancelled ballots at the vote tabulator.
- Reconciles unused, cancelled, and declined ballots at the close of voting.

3) Revising Officer

- Determines if a person is on the Voters' List.
- Assists with the completion of the *Application to Add or Amend My Information on the Voters' List* form for electors not on the Voters' List.
- Directs electors to the appropriate DRO in the voting place using the elector's *Voter Notification* or the Voters' List.
- Assists or acts as the Election Assistant or the Deputy Returning Officer, as required.

4) Election Assistant

- Greets and assists the electors.
- Provides accessibility assistance to electors.
- Ensures the smooth flow of traffic through the door(s).
- Directs electors to the appropriate DRO in the voting place using the elector's *Voter Notification*.
- Directs the electors to the Revising Officer if they do not have their *Voter Notification*.
- Assists with accessibility remediation.
- Assists or acts as the Revising Officer or the DRO, as required.