



Job Description

Deputy Returning Officer

Are you interested in working to facilitate democracy in action? The Corporation of the County of Prince Edward is seeking Deputy Returning Officers (DRO) to uphold the integrity and accessibility of the electoral process and to help manage elections in an efficient, fair, and impartial manner. Come be a part of the team, and work the 2026 municipal and school board trustee election.

Deputy Returning Officers will be required to work from:

Saturday, October 17, 2026 from 9 a.m. to 5 p.m. (Advanced Voting Day)

Monday, October 26, 2026 from 9 a.m. to 9 p.m. (Election Day)

1. What to expect in this role

The Deputy Returning Officer (DRO) processes electors, revises their information and issues ballots using electronic forms and lists on a computer equipped with Municipal Voter View (MVV) software.

2. Reporting to the Super Deputy Returning Officer (SDRO) you will:

- Notify the Supervising Deputy Returning Officer of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and poll layout conforms with 2026 Municipal Election Procedures.
- Ensure the voting location is accessible to the electors.
- Assist electors with disabilities, if required.
- Verify elector identification and qualifications to vote.
- Complete revisions and additions of eligible electors on the electronic Voters List.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations.
- Issue ballots to eligible electors. Custody and control of ballots for the voting subdivision(s)
- Assists with the Custody and control of the Vote Tabulating Machine during the vote.
- Insertion of ballots into the ballot box through the Vote Tabulator.
- Place cancelled, declined, unused ballots in appropriate envelopes.
- Initial and issue appropriate ballots to voters.
- Help to communicate the results to the Elections Headquarters.
- Custody and control of Secrecy Folders.
- Assist Supervisor with location set-up, opening and closing.
- DRO's will pick up their ballots and election supplies at Election Headquarters on the Friday, prior to either the Advance Vote day or Election Day.
- The Super DRO will routinely confirm with the DROs that the ballot count is shown on MVV and any additions are the same as the count on the vote tabulator for the polling location. This is critical for the completion on voting day when it is required to list the total number of Electors at the voting place on the DRO statement. This number should also reflect the number of ballots provided.
- Assist in other duties as assigned by the Supervisory Deputy Returning Officer.

3. What you need to qualify

- Availability to work up to 12 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to complete data entry of elector information using specific software programs.
- Ability to complete paper-based forms with clear and legible handwriting and good attention to detail, if required.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task.

4. Compensation

Position Status: Temporary Assignment – Advance (October 17) and Election Day (October 26) only.

Location: Voting locations across Prince Edward County

Rate of pay: \$19.00/hour

Hours of Work: Up to 12 hours