



Election Day Employment Application – External

Election Day – Monday October 24, 2022

APPLICATION INFORMATION

Name:		
Address:		Postal Code:
Email Address:		
Home Phone:	Cell Phone:	Occupation:

QUESTIONNAIRE

Question	Yes	No
Are you eligible to work in Canada?		
Do you have a valid Driver’s Licence and use of a vehicle on Election Day?		
Do you have a cell phone and use of it on Election Day?		
Are you a candidate, candidate’s family member, a person working on the candidate campaign, or a registered third party advertiser?		
Are you comfortable using a computer? If yes, how would you rate your skills? Beginner Intermediate Advanced		
Have you worked an election before? If so: Federal Provincial or Municipal (Check all that apply). Which position(s) have you held? Please list:		
Are you now, or will you be at least 18 years of age on or before October 24, 2022?		
Are you able to lift and carry items weighing approx. 30 lbs?		
Are you available to work on Election Day? (Oct. 24)		
Are you available for training in the: Morning Afternoon Evening Anytime		
Language(s) Spoken:		
I am aware of the time commitment (14-hour day on election day), responsibilities and training involved with this position.		
Applicant’s Signature:	Date:	

POSITION PREFERENCE

Please check your preferred option(s).

- Supervising Deputy Returning Officer (SDRO)
- Deputy Returning Officer (DRO)
- Tabulator Deputy Returning Officer (TDRO)
- Information Assistant (IA)

EMERGENCY CONTACT

Name:
Phone Number:
Relationship to Applicant:

FOR OFFICE USE ONLY

Location:	Polls:
Position Assigned:	Initials:

The personal information on this form is collected under the authority of the *Municipal Elections Act*. The information is used to process your application for an Election Day position and for aggregate statistical reporting. The telephone numbers of election personnel will be shared with voting place staff for contact purposes only. This document is created and will be maintained as public record. Inquiries about this collection can be directed to the City Clerk's Department at Niagara Falls City Hall, 905-356-7521, ext. 0

All applications for the 2022 Municipal Election held on Monday, October 24 must be submitted in person to the city clerk's office.

Niagara Falls, City Hall – 4310 Queen Street, Niagara Falls, ON L2E 6X5
Monday to Friday between the hours of 8:30 a.m. and 4:30 p.m.

Workers will be paid by cheque to the address provided above. Attendance at a training session is mandatory and workers will only be paid for training if they work on Election Day (or at an Advance Poll). The City of Niagara Falls is currently recruiting workers for the following positions:

Supervising Deputy Returning Officer (SDRO)

The **Supervising Deputy Returning Officer (SDRO)** is responsible for managing the voting location and ensuring proper conduct of election business. The SDRO distributes ePoll books to the DROs, troubleshooting and helping resolve any discrepancies or conflicts and assisting with the closing balancing procedures. Pay for this position is \$400.

Responsibilities:

- Set up, open and close the voting location with assistance of staff
- Pick up and returns supplies as well as complete paperwork
- Assist or act as Tabulating Deputy Returning Officer (TDRO) as required
- Computer data entry skills and knowledge mandatory
- **Must** have access to a cell phone and full use of a vehicle on Election Day
- **Must** be able to lift and carry items that weigh up to 30 lbs
- **Must** have excellent customer service and problem-solving skills
- **Must** be highly organized and a team player
- Previous election experience is required

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Deputy Returning Officer (DRO)

The **Deputy Returning Officer (DRO)** is responsible for processing and issuing ballots to voters as well as assisting voters to revise or add their information. Pay for this position is \$325.

Responsibilities:

- Assist in set up, opening and closing of the voting location
- Process voters, issue ballots and administers declarations
- Register voters or amend electronic voters' list
- May be required to return supplies to Election Headquarters
- Computer data entry skills and knowledge mandatory
- **Must** have excellent customer service skills

- **Must** be highly organized and a team player
- Previous election experience an asset

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Tabulator Deputy Returning Officer (TDRO)

The **Tabulating Deputy Returning Officer (TDRO)** is responsible for feeding ballots into the **Vote Tabulator** and printing the candidate results tape. Pay for this position is \$300.

Responsibilities:

- Assist in set up, opening and closing of voting location
- Process ballots in the Vote Tabulator
- Generate results and provide official tabulation to Supervising Deputy Returning Officer (SDRO)
- Required to pick up and return Vote Tabulator to Election Headquarters
- **Must** have access and full use of a vehicle on Election Day
- **Must** be able to lift and carry items that weigh up to 30 lbs
- **Must** have excellent customer service skills
- **Must** be highly organized and a team player
- Computer data entry skills and knowledge mandatory

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day

Information Assistant (IA)

The **Information Assistant (IA)** is responsible for greeting voters as they enter the voting location, asking voters if assistance is required, requesting that voters have their **Voter Notification Cards (VNC)** and appropriate identification ready, and directing them to the appropriate table. The IA is also responsible for ensuring voters maintain physical distancing and for periodically disinfecting surfaces in the voting location. Pay for this position is \$250.

Responsibilities:

- Assist in set up, opening and closing of voting location
- Greets and directs voters
- Assist with various duties
- **Must** have excellent customer service and public relations skills
- **Must** be a team player

Time Commitment:

- Training – must attend mandatory training session
- Prepared to work 14 hours on Election Day