

## DEPUTY RETURNING OFFICER

The County of Vermilion River will be holding a Municipal Election on October 18, 2021 and is hiring a **Deputy Returning Officer**.

Reporting to the Director of Corporate Services and the Returning Officer, the Deputy Returning Officer is responsible for conducting the 2021 County of Vermilion River Municipal Election ensuring all activities are conducted in compliance with the *Local Authorities Election Act*. Training is provided in modules through *Elections Alberta* and begins in early February 2021.

### DUTIES AND RESPONSIBILITIES:

1. Appoint election workers and other persons as required.
2. Establish voting stations.
3. Designate election workers to work at all voting stations.
4. Ensure election supplies, ballots, and ballot boxes are available at the voting stations.
5. Receive nomination papers for prospective candidates.
6. Give 'Notice of Election Results'.
7. Answer questions from the general public and prospective candidates.
8. Assist with all other duties deemed necessary for conducting an election as required.

### QUALIFICATIONS:

- Minimum 18 years of age.
- Previous experience as an election worker is an asset.
- Knowledge of the Local Authorities Election Act is preferred.
- Courteous and professional customer service skills.
- High degree of professionalism, strong technical abilities and ability to work in a fast-paced environment with minimal supervision.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

Applications clearly marked: **"CONFIDENTIAL—Deputy Returning Officer"** can be submitted **by January 25, 2021 to:**

**Human Resources Manager, County of Vermilion River**  
**4912-50 Avenue, Box 69 Kitscoty, AB T0B 2P0**  
Email: [hr@county24.com](mailto:hr@county24.com) [vermilion-river.com](http://vermilion-river.com)