



Revision Deputy Returning Officer (RDRO)

Purpose

The Revision Deputy Returning Officer (RDRO) is responsible for determining voter eligibility, processing revisions to the Voters' List, and issuing ballots to eligible electors in accordance with the Municipal Elections Act 1996.

Key Responsibilities

- Set up and operate the revision desk at the voting location
- Process voter registrations, updates, and corrections to the Voters' List
- Verify elector identification and qualifying address
- Explain revision and registration procedures to electors
- Issue ballots to eligible electors and provide voting instructions
- Administer oaths and declarations as required
- Maintain accurate records and ensure confidentiality of voter information
- Ensure security of ballots and election materials
- Maintain peace and order at the voting location
- Conduct vote counting or tabulator close-out procedures, as applicable
- Report results and issues to Election Headquarters as directed

Qualifications

- Strong computer and data entry skills
- Excellent customer service and communication skills
- Ability to exercise sound judgement and discretion
- Knowledge of ward boundaries is an asset
- Ability to lift up to 30 pounds
- Successful completion of mandatory training and testing

All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.