



MUNICIPALITY OF JASPER JOB DESCRIPTION

Title: Deputy Returning Officer (Election Clerk) for 2021 Municipal Election

Department: Administration

Reports to: Returning Officer

Terms of employment: Contractor

Primary purpose of position: To perform the clerical duties required in running an election or vote

Qualifications:

- Grade 12 education
- Knowledge of standard office procedures
- Ability to hold matters in strict confidence
- Experience in clerical tasks associated with running an election
- Ability to work without direct supervision

Skill required:

- Conduct public relations skillfully and tactfully
- Ability to deal effectively with members of the public

Performance responsibilities:

- Take and subscribe to the official statement in the prescribed form
- Assist electors of the local jurisdiction to cast their votes
- Perform election duties at any advance and/or institutional polls, if required
- Perform clerical duties such as pre-election ballot counting and initialing, voting register preparation, etc.
- Be familiar with procedures and election instructions under the [Local Authorities Elections Act](#)
- Assist with counting of ballots at the close of polls
- Other duties as the Returning Officer shall direct within the parameters of the position