Job Posting:
Deputy Returning Officer

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Join the team behind one of Edmonton's most important events—the 2025 Edmonton Election.

Reporting to the Presiding Deputy, you'll help ensure the voting station runs smoothly. In this role, you'll greet voters, manage the intake process, issue ballots, oversee ballot boxes, and support both voters and your fellow election workers wherever needed.

What will you do?

- Conduct voting procedures through a variety of roles, including:
  - **Greeter:** Welcome voters, confirm voters are in the correct voting station, manage line-ups, answer inquiries, and provide accessibility supports
  - **Voter Services Clerk:** Verify identification, manage registrations and issue ballots
  - **Ballot Box Clerk:** Ensure efficient ballot casting, confirm ballots are properly issued and placed in the appropriate ballot box
  - **Floater:** Assist voters with accessibility requests, address questions, and optimize the voting process flow
- Help voters to understand the voting process and respond to their inquiries
- Uphold voter confidentiality and maintain the integrity of the voting process
- Ensure voting opportunities are available to electors with accessibility requests
- Assist with the setup and clean up of the voting station before and after voting hours
- Adhere to all established safety protocols, including emergency evacuation procedures

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Qualifications:

- Proficiency in laptop usage for data entry into an internal database

Assets:

- Previous customer service experience
- Previous experience as an election worker
- Fluency in a language other than English

Conditions of Employment:

- Minimum of 16 years of age by October 6, 2025 for Advance Voting or by October 19, 2025 for Election Day
- Valid Alberta Class 5 driver's licence (or provincial equivalent), access to a vehicle and proof of appropriate insurance (*for Institutional and Standby roles only*)
- Complete mandatory training including a set of online modules (requires access to a computer and internet connection) and an instructor led in-person or virtual role-specific training session
- Remain onsite at the voting station during scheduled breaks and meal times

Skills required for success:

- Proven ability to engage respectfully and inclusively
- Capacity to lift supplies weighing up to 20lbs (9kg)
- Mathematical, organizational and verbal and written communication skills
- Ability to read and interpret maps
- Demonstrated knowledge of election processes

Standby Workers:

- Fill emerging vacancies or provide additional support at a voting station
- Must report for standby shift on Election Day in person a Ward Office, or via phone call during Advance Voting, to confirm readiness and availability

Note: Voting station staff must remain on-site at the voting station for the entire shift, including closing procedures (no off-site breaks). Smoking is not permitted on the property of voting stations.

Work Opportunities:

Election Day: October 20, 7:30 a.m. to 9 p.m.

1-day, approximately 13.5 hours
$325.15 day rate + $84.30 training rate
Total compensation: $409.45 (refer to pay rate notes)

Election Day Shift Extension: October 20, Start of Count to End of Count

1-day, approximately 2 hours
$48.17 day rate + $24.08 training rate
Total Compensation: $72.25
**Join the count team! Limited spots per voting station.*

Election Day Standby Worker: October 20, 7:30 a.m. to 2 p.m.

1-day, approximately 6.5 hours
$144.51 standby rate + $84.30 training rate
Total compensation: $228.81 (refer to pay rate notes)
Driver's license, access to a vehicle and proof of insurance required
**If you are deployed to work, you will receive the rate of pay for that position*

Election Day Standby Worker, Afternoon: October 20, 1:30 p.m. 8 p.m.

1-day commitment, approximately 6.5 hours
$144.51 standby rate + $84.30 training rate
Total compensation: $228.81 (refer to pay rate notes)
Driver's license, access to a vehicle and proof of insurance required
**If you are deployed to work, you will receive the rate of pay for that position*

Advance Vote: October 7-11, 10:30 a.m. to 9 p.m.

5-day commitment, approximately 10.5 hours per day
$1,204.25 (5-day rate) + $84.30 training rate
Total compensation: $1,288.55 (refer to pay rate notes)

Advance Vote Standby Worker: October 7-11

5-day commitment
$361.25 (5-day standby rate) + $84.30 training rate
Total compensation: $445.55 (refer to pay rate notes)
Driver's license, access to a vehicle and proof of insurance required
**If you are deployed to work, you will receive the rate of pay for that position*

Senior Accommodation Facilities (SAF), October 7-11, 7:30 a.m. - 6 p.m.

5-day commitment, approximately 10.5 hours per day
$1,264.46 (5-day rate) + $84.30 training rate
Total compensation: $1,348.76 (refer to pay rate notes)
Driver's license, access to a vehicle and proof of insurance may be required

Advance Vote Post Secondary Schools: October 7-11, 9 a.m. - 6 p.m.

5-day commitment, approximately 9 hours per day
$1,083.82 (5-day rate) + $84.30 training rate
Total compensation: $1,168.12
Driver's license, access to a vehicle and proof of insurance may be required

Institutional Vote, Election Day: October 20, 7:30 a.m. - 6 p.m.

1-day, approximately 10.5 hours per day

$252.90 (1-day rate) + $84.03 training rate

Total compensation: $337.192

Driver's license, access to a vehicle and proof of insurance may be required

Important Pay Rate Notes:

- If you accept multiple assignments during Advance Vote and on Election Day, training requirements and pay will be adjusted accordingly.
- Cell phone allowance is a one-time payment.

Number of Openings (up to): Up to 1754

Work Location: Various locations across the City

How to Apply:

1. Complete an **online application**.
2. It is recommended that you **upload a resume** as part of your application. Tip: Your resume should highlight your election experience (if any) and other similar roles.

The City of Edmonton values applicants with a diverse range of skills, experiences and competencies, and encourages you to apply. We strive to provide reasonable access and accommodations throughout the recruitment process. To request an accommodation, please contact employment@edmonton.ca.