

Elections PEI Returning Officer Employment Application

LAST NAME <input style="width: 90%;" type="text"/>	FIRST & INITIAL <input style="width: 90%;" type="text"/>	PHONE <input style="width: 90%;" type="text"/>
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PROPERTY ADDRESS

CIVIC NO. <input style="width: 90%;" type="text"/>	STREET NAME <input style="width: 90%;" type="text"/>	APT# <input style="width: 90%;" type="text"/>
MUNICIPALITY <input style="width: 90%;" type="text"/>	POSTAL CODE <input style="width: 90%;" type="text"/>	EMAIL <input style="width: 90%;" type="text"/>

MAILING ADDRESS Check here if Mailing address is same as Property address

CIVIC NO / P.O. BOX <input style="width: 90%;" type="text"/>	STREET NAME <input style="width: 90%;" type="text"/>	APT# <input style="width: 90%;" type="text"/>
MUNICIPALITY <input style="width: 90%;" type="text"/>	POSTAL CODE <input style="width: 90%;" type="text"/>	EMAIL <input style="width: 90%;" type="text"/>

Select all the skills that best describe your abilities (Check all that apply)

- Management experience as a team leader
- Experience in managing human resources
- Experience in material and supplies management
- Experience in training a team in process and procedures
- Experience in records management
- Experience in managing activities in a computerized environment

Do you have any Election Experience? Yes No If "YES", please explain your involvement and duties.

Computer skills are an important asset of being a Returning Officer. Basic knowledge is required. Please explain your comfort level.

Keyboard / Typing Ability

- Less Basic Intermediate Advanced

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Check all that would apply to your computer comfort level

- Laptop Setup
- Connect laptop to WiFi, Connect Laptop to WiFi Printer
- Printing Forms
- Ability to establish and connect to a WiFi HotSpot
- Ability to use a scanning device
- Connect a WiFi Device
- Data Entry

NOTE: You must be an eligible elector on Prince Edward Island

DECLARATION - I DECLARE:

- I WILL BE AT LEAST 18 YEARS OF AGE ON THE DATE OF THE ELECTION
- I AM A CANADIAN CITIZEN
- MY ADDRESS FOR VOTING IS AS STATED ABOVE IN PROPERTY ADDRESS
- I HAVE BEEN A RESIDENT: a) OF PEI FOR 6 MONTHS BEFORE THE DATE OF THE ELECTION
b) IN THE POLLING DIVISION ON THE DATE OF THE ELECTION

I declare I am an eligible voter YES NO Date

Signature

References

1

First Name	<input type="text"/>
Last Name	<input type="text"/>
eMail Address	<input type="text"/>
Phone	<input type="text"/>

2

First Name	<input type="text"/>
Last Name	<input type="text"/>
eMail Address	<input type="text"/>
Phone	<input type="text"/>

3

First Name	<input type="text"/>
Last Name	<input type="text"/>
eMail Address	<input type="text"/>
Phone	<input type="text"/>

RETURNING OFFICERS

A returning officer (RO) is responsible for the delivery and control of provincial electoral events within the electoral district to which he or she is appointed. Additional electoral events may include school board elections, and municipal elections administered by Elections PEI.

Type of Job: Varied hours - Electoral Cycle

Job Status: Hired and appointed by the Office of the Chief Electoral Officer of PEI

Employment Duration: Merit based

Number of hours per week: Varied hours - Electoral Cycle (not to exceed 288 hours)

Salary: Hourly rate of \$23

Key Activities and Tasks

Plans and prepares for an election by carrying out pre-event tasks that include but are not limited to the following:

- Manages and controls material and human resources
- Communicates information to the public, candidates, political parties, and Elections PEI
- Contributes to the success and improvement of the electoral process
- Recruits, appoints and trains and assigns election officials for work at the polling locations
- Coordinates, validates and reports on the results of the vote
- Manages the inventory, supply and distribution of materials
- Maintain the privacy and integrity of the vote

Qualifications of a Returning Officer

A returning officer must be qualified as an elector (i.e. be a Canadian citizen and at least 18 years old)

Experience

- Management experience as a leader of an organization
- Experience in managing special events in short time frames
- Experience in managing human resources
- Experience in material and supplies management
- Experience in managing activities in a computerized environment
- Experience in the administration of electoral processes
- Bilingualism would be considered an asset but not a requirement

Knowledge and skills

Knowledge of the mandate, role and responsibilities of the Office of the Chief Electoral Officer (Elections PEI) and of the office of the returning officer

- Ability to implement the statutory and administrative requirements of the office of the returning officer
- Ability to navigate the Internet, and use email and word processing software
- Ability to manage crises and resolve unexpected situations
- Ability to communicate effectively orally
- Ability to communicate effectively in writing
- Ability to negotiate to resolve difficult situations
- Ability to plan for the recruitment, hiring and training of personnel
- Sensitivity to persons or communities with special needs in the electoral district
- Diplomacy, judgment, reliability, adaptability and discretion
- Leadership
- Interpersonal skills

