



Issuing Deputy Returning Officer (iDRO)

The Issuing Deputy Returning Officer is a key position to Saskatoon's election modernization efforts. In this role you will be ensuring that voting easily is achieved by bringing in your customer service and computer skills in working with the ePoll Books and the electronic voters list, issue ballots and answer questions from voters while maintaining the integrity of the voting process.

Hours of training:

- 2 hours general training and 2 hours role-specific hands-on training session

As an iDRO, you will:

- Help set up the voting station and ePoll Books (laptops) before polls open
- Verify voter identification against the electronic voters list
- Use a computer application to record and strike voters names off the electronic voters list
- Review and process applications for revisions to the Voters List
- Issue voters the correct ballot type, initial the ballots and placed in secrecy sleeves
- Direct voters to place the ballot in the secrecy sleeve, demonstrating as needed, then direct them to the voting booths, and on to the receiving DRO
- Reconcile ballot counts every hour
- Perform duties assigned by the Elections Office, Ward Supervisor or Poll Supervisor
- Assist with packing up the laptops and taking down the polling location at the close of polls

Basic computer and keyboarding skills are a requirement for this role.

All Poll staff must remain non-partisan while carrying out their duties at the polls. You must have the ability to strictly observe secrecy with respect to all knowledge that may come into the Election Official's possession as set out in [FORM E – Oath, Affirmation or Declaration of Election Official](#)

Work Opportunities

Election Day: Wednesday, November 13, 2024; Voting time 8:00am – 8:00pm
Remuneration: \$260

Advance Poll: November 1 – 4, 2024; Voting time 12 noon – 8:00pm
Remuneration: \$720

Drive-through: November 9, 2024; Voting time: 10:00am – 6:00pm
Remuneration: \$180

Special Polls: November 5 – 7, 2024; time varies.
Remuneration: \$540

***One time training compensation: \$80**