

## Returning Officer (RO)

Public

### Competition Details

|                           |                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------|
| <b>Available</b>          | Returning Officer (RO)                                                                   |
| <b>Positions Division</b> | Office of the Chief Electoral Officer (OCEO)                                             |
| <b>Location</b>           | Electoral District of Labrador West (see attached District map)                          |
| <b>Closing Date</b>       | Open until filled                                                                        |
| <b>Salary</b>             | \$36.00/hour (non-election period) and stipend of \$8,750 for an election or by-election |

### Position Details

**Context** The Office of the Chief Electoral Officer (OCEO) is a non-partisan office responsible for exercising general direction and supervision over the administrative conduct of elections and for enforcing fairness, equity, impartiality and compliance with the Elections Act, 1991. The OCEO is inviting applications for the position of Returning Officer (Labrador West). Newfoundland and Labrador has 40 provincial electoral districts, each requiring a Returning Officer (RO) to manage elections and by-elections within the district.

**Duties** The Returning Officer is responsible for the oversight and operations of Election Offices in their respective electoral district during elections and by-elections. Returning Officers and their staff interact with electors, political representatives and candidates in a fair and impartial manner. The position is responsible for renting suitable election offices and polling stations, hiring and training election officials, delivering electoral services to electors, candidates, and campaigns, and coordinating electoral activities with the Office of the Chief Electoral Officer. Returning Officers are appointed for a continuous term, and are called upon to administer by-elections and general elections in their respective district as required. In between elections Returning Officers may complete projects such as reviewing electoral polling boundaries, street verification, along with regular paid training and development.

### Merit Criteria

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Screening Criteria</b>  | <ol style="list-style-type: none"><li>1. Experience in an administrative or service orientated role</li><li>2. Experience in a supervisory role (asset)</li><li>3. Experience in training staff (asset)</li><li>4. Experience working in in client services environment (asset)</li><li>5. Experience working on previous electoral events (asset)</li><li>6. Experience in community engagement (asset)</li></ol> |
| <b>Assessment Criteria</b> | <ol style="list-style-type: none"><li>1. Knowledge of office administration practices</li><li>2. Knowledge of computers including Microsoft Office</li><li>3. Ability to manage time and tasks</li><li>4. Ability to support and coordinate a team</li><li>5. Ability to communicate effectively (verbal &amp; written)</li><li>6. Ability to multi-task effectively in a fast-paced work environment</li></ol>    |

## Conditions of Employment

- |                                       |                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Conditions of Offer/Acceptance</b> | <ol style="list-style-type: none"><li>1. Certificate of Conduct satisfactory to the Employer</li><li>2. Willing to accept overtime</li><li>3. Willing to work weekends, evenings, and holidays (during election event)</li><li>4. Must be independent and non-partisan</li><li>5. Resident in the electoral district for which Returning Officer is to be appointed</li></ol> |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

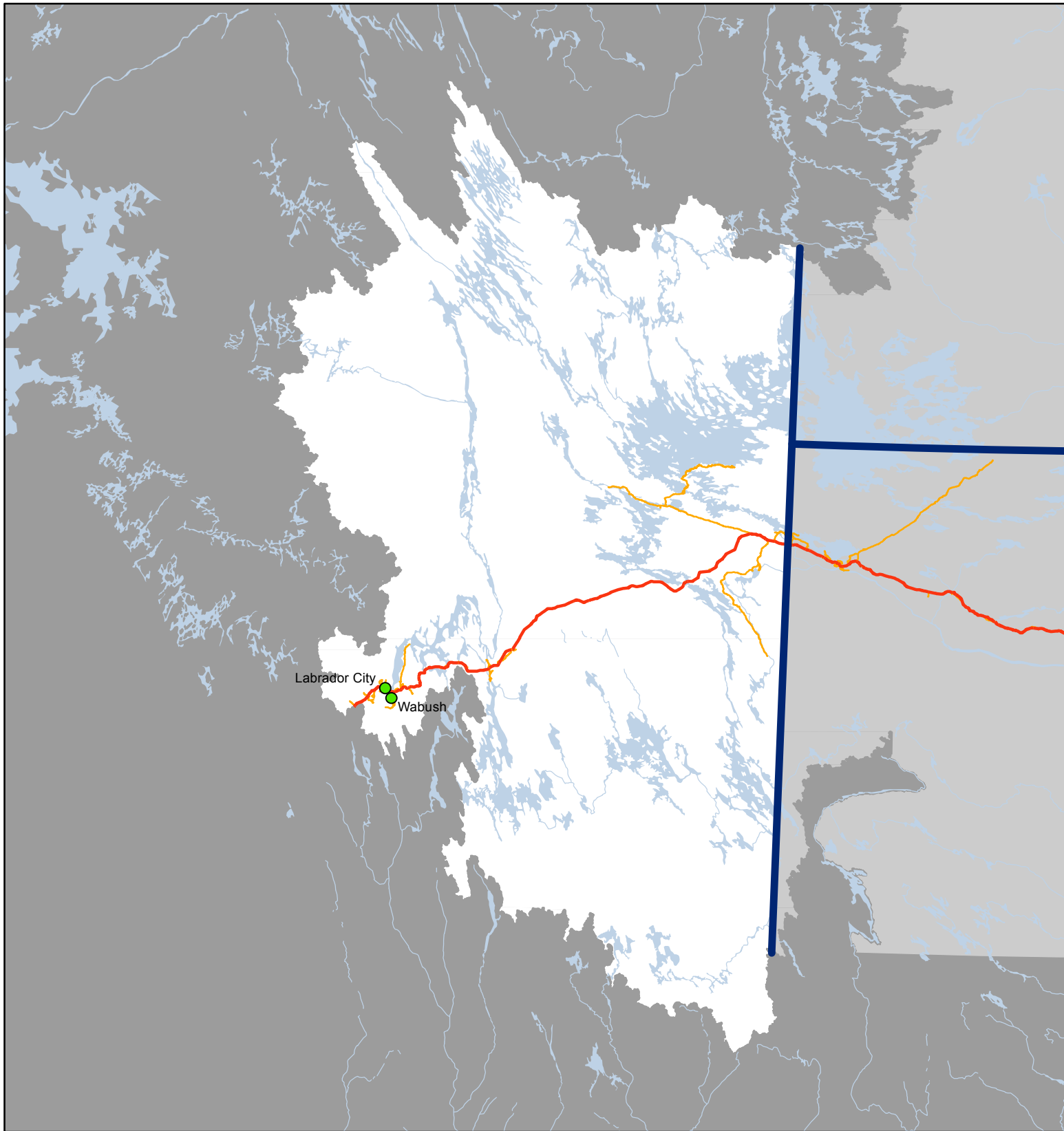
## Applicant Information

- The OCEO values diversity in the work place and is an equal opportunity employer.
- RO must meet eligibility criteria.
- Applicant **must** live in the electoral district where they are applying to be RO; see attached district map.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies (Election Clerk, Special Ballot Officer, etc.) within the OCEO.

## How to Apply

Online: [Operations@electionsnl.ca](mailto:Operations@electionsnl.ca)

By Mail: Victoria Callahan  
Director Election Operations (A)  
Elections NL  
Suite 100, 24 Stavanger Drive  
St. John's NL A1A 5E8



Provincial Electoral District:

## Labrador West

2016 Population: 9,158  
Land Area: 60,350 km<sup>2</sup>



Department of Finance  
Newfoundland & Labrador Statistics Agency

