



Position Profile
Deputy Supervisory Returning Officer
Temporary Position
Elections Saskatchewan

Background

Elections Saskatchewan (ESK) is an independent, non-partisan agency of the Legislative Assembly charged with the mandate of directing and supervising the administrative and financial conduct of provincial electoral events.

Position Summary

Under the direction of the Director of Operations the Deputy Supervisory Returning Officer (DSRO) provides assistance to Supervisory Returning Officers (SRO) in the conduct of election events. The DSRO provides assistance to the SRO in the performance of their assigned duties on an as needed basis. A DSRO may also be assigned to work on special projects as required.

Key Responsibilities

As the Deputy Supervisory Returning Officer, you will help plan for, organize, and manage provincial electoral events by providing assistance to the Supervisory Returning Officer. Projects may include:

- Attendance and participation at Zone meetings;
- Review of election materials, manuals, and forms;
- participation in simulations;
- Attendance at training events;
- Independent learning

During the election period;

- Upon the recommendation of the SRO and decision of Elections Saskatchewan, DSROs may be deployed to a specific constituency to provide guidance and assistance in preparing for and conducting the election event, by following the proper application of *The Election Act, 1996* and Regulations.
- Provide assistance to SROs in their duties as assigned by Elections Saskatchewan.



- Provide guidance and assistance to ROs in addressing problems or issues during the election event. Specific processes and procedures to be carried out in accordance with our core values and as directed by Elections Saskatchewan.
- Participate in a post-event evaluation with SROs, provide feedback to ESK and assist in the development of recommendations to increase the efficiency and effectiveness of election events and improve the voting process.
- Carry out other duties as assigned by the Chief Electoral Officer or designate.
- The ability to travel is required.

Position

- Eleven (11) positions available across the province.

Compensation: \$27.50 per hour. There is no guarantee of a minimum number of hours.

Please email resumes to: hr@elections.sk.ca