



## **ABOUT ELECTIONS PEI**

As a non-partisan office of the Legislative Assembly of Prince Edward Island, Elections PEI is responsible for the impartial administration of provincial elections, provincial by-elections, municipal elections, plebiscites, referendums and French School trustee elections

## **RETURNING OFFICER APPLICATION FORM**

Elections PEI is seeking applications for the appointment of Returning Officers to administer and organize provincial elections. A Returning Officer must live in the district where they are applying. Returning Officers by the Lieutenant Governor in Council upon recommendation from the Chief Electoral Officer of PEI.

Positions are available in the new districts for the next provincial general election:

- 1) District 1 Souris - Elmira
- 2) District 3 Montague - Kilmuir
- 3) District 4 Belfast - Murray River
- 4) District 5 Mermaid - Stratford
- 5) District 8 Tracadie - Hillsborough Park
- 6) District 13 Charlottetown-Brighton
- 7) District 17 Kellys Cross - Cumberland
- 8) District 18 Rustico - Emerald
- 9) District 23 Tyne Valley - Linkletter

## **SUMMARY**

Under the direction of the Chief Electoral Officer of Prince Edward Island, the Returning Officer serves as the principle election official and is responsible for the administration, conduct and reporting for the Provincial General Elections and Provincial By-Elections within an electoral district. These positions are legislative appointments by the Lieutenant Governor in Council.

## **RESPONSIBILITIES**

1. Plan, organize and administer the confirmation process. This involves hiring and training of Confirmation Officers.
2. Observe the importance of election process details and the legal requirements for administering the election process.
3. Receive candidate nomination papers.
4. Plan, organize and administer voting for advance, mobile and Election Day polls. This includes hiring and training election officials and delivering election material to the polls.
5. Report the results of an election event and complete expense claims.

## **QUALIFICATIONS, SKILLS AND ABILITIES**

1. The Returning Officer must live in the Electoral District where they are appointed.
2. Above average communication, Strong computer, planning and organizational skills
3. Ability to be a team leader with proven ability to facilitate and deliver training programs.
5. Ability to problem solve and provide clear, decisive directions.
6. Good knowledge of the District and community.
7. Knowledge and understanding of the legal requirements of the Election Act and Election Expense Act.
8. Have a valid driver's license and access to a vehicle.
9. Ability to be neutral and maintain impartiality.
10. Knowledge of election procedures would be an asset.
11. Biligualism is not required but is considered an asset.

## **SALARY**

Subject to Tariff of Fees. Minimum wage plus \$6.14 per hour, to a maximum of 288 hours

## **HOURS OF WORK**

Before issue of Writ of Election – Part Time – as an when required Issue of Writ of Election to end of Election process – Full Time (four weeks- may require more than 40+ hours)

After Election Day – Part Time for two weeks

**Application must be received at Elections PEI by 2:00 p.m. Friday June 15, 2018**

Return completed applications to: **Elections PEI**

**176 Great George St., Suite 160**

**Charlottetown, PE C1A 4K9**

**or**

**eMail to: [info@electionspei.ca](mailto:info@electionspei.ca)**

## **APPLICATION FOR A RETURNING OFFICER**

### **Date of Application**

### **Personal Information**

Name: (Last, First, Middle)

Address: Civic #, Street, Apt, City, Postal Code

Phone Number: (Home, Cell)

eMail Address

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### **Employment History**

List your last three employers

#### **Most Recent**

Company Name

Phone Number

Name of Supervisor

Job Title / Position

Date of Employment

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**Previous Job**

Company Name

Phone Number

Name of Supervisor

Job Title / Position

Date of Employment

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**Previous Job**

Company Name

Phone Number

Name of Supervisor

Job Title / Position

Date of Employment

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**Election Employment History**

Have you ever been employed as an election official? If yes, what role?

For what election date? (if applicable)

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List other training, including any computer skills, first aid, etc.

### **Legislative Requirements**

Are you a Canadian Citizen, 18 years of age or older and have lived in P.E.I. for at least the last six months?

Yes      No

### **General Questions**

Do you have any physical or medical limitations which would prevent you from performing certain kinds of duties? (lifting up to 15 kg, setting up tables, etc)

Yes      No

Do you have a current valid PEI driver's license?

Yes      No

Do you have access to a vehicle?

Yes      No

Do you have a cell phone?

Yes      No

Do you understand the duties of a Returning Officer are part time prior to the issue of the Writ of Election and full time from the issue of the Writ until Determination Day.

Yes      No

Do you understand the hours of work may not consist of regular work hours and a Returning Officer has to be flexible in their hours of work?

Yes      No

Do you live in the District you are applying for?

Yes      No

Bilingualism: This is not a requirement but would be considered an asset.  
If you are bilingual, please state language and comfort level.

## Bilingual Comprehension

	Basic	Intermediate	Advance
Speaking			
Reading / Writing			

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## References

Current and complete references are required for application to be accepted

1. Name (Last, First)

Organization / Position

Contact Number

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2. Name (Last, First)

Organization / Position

Contact Number

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3. Name (Last, First)

Organization / Position

Contact Number

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I declare all information provided in this application is accurate and complete to the best of my knowledge. I also authorize the employers, schools, organizations or persons named in this application to provide information regarding my employment, education, character and qualifications.

**Applicant's Signature**

**Date**

Please provide a brief narrative how you meet the qualifications, skills and abilities listed in the job description.





For Office Use Only

Received by:

Date: