



DRO & POLL CLERK JOB DESCRIPTION  
Town of Petrolia 2010 Municipal Election



Official Appointment: **Deputy Returning Officer (DRO)**  
Payment: \$185.00 per day (includes mandatory training session)

The DRO is responsible for issuing ballots to electors and maintaining the official Voters' List. The responsibilities of the DRO include:

- Arrive at the voting place no later than 9:00 am
- Takes provided supplies to the voting location
- Receives ballots from the CAO/Clerk
- Verifies voter's identification which must show name, qualifying address and signature of the voter
- Issues written declarations of qualification (Form 9) if voter forgets identification
- Determines ballot type to be issued
- Issues ballot to elector or voting proxy
- Instructs elector on voting procedure
- Directs elector whose name is not on the Voters' List, or whose entry on the Voters' List is to be revised, to the Poll Clerk to fill out an Application for Revision
- Assists electors in any capacity as required
- Tabulates votes at close of voting
- Returns tabulated votes and all supplies to the Municipal Office, 411 Greenfield Street, Petrolia at the close of voting

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Official Appointment: **Poll Clerk**  
Payment: \$150.00 per day (includes mandatory training session)

The Poll Clerk is responsible for adding to the Voters' List the names of any electors whose names were not included on the Voters' List or whose entry on the Voters' List is incorrect and needs to be revised. The responsibilities of the Poll Clerk include:

- Arrives at the voting place no later than 9:00 am
- Greets voters upon entry in a friendly and helpful manner
- Ensures voters are in the appropriate voting place. If not in the appropriate voting place, re-directs the voters using map provided.
- Verifies voter's identification which must show name, qualifying address and signature of the voter
- Checks the Voters' List for the electors name
- Assists voters with completion of Application for Revision to the Voters' List



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- Approves and processes Applications for Revision
- Directs voters to DRO to receive appropriate ballot
- Assists voters in any capacity, as required
- Assists with set-up and take down and any other duties as required

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**PLEASE DO NOT OFFER YOUR SERVICES UNLESS  
YOU HAVE EVERY INTENTION OF FULFILLING  
THE OBLIGATION FOR THE ENTIRE DAY  
9 AM TO 9/10 PM  
ON OCTOBER 25, 2010**

**Note: All voting locations are considered “Non-Smoking”**