

## Job Opportunity

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**Job Title:** Assistant Returning Officer  
**Position Type:** Temporary  
**Location:** Bedford Basin  
**Wage:** \$27.55 per hour\*  
**Duration:** Election period (date of election call currently unknown)

### About Us

Elections Nova Scotia is an independent, non-partisan agency that is responsible for the administration of the Elections Act. Its mandate is to conduct provincial general elections and by-elections; ensure compliance with the provincial electoral law including the political financing regime; establish and maintain election-related information including the Nova Scotia Register of Electors; seek advice and conduct studies related to electoral processes.

Elections Nova Scotia is prepared at all times to conduct a provincial general election or by-election.

### Job Overview

Reporting to the returning officer the assistant returning officer (ARO) is responsible for the management and supervision of other core returning office staff and any temporary staff on a day-to-day basis. Assists the returning officer (RO) with the performance and completion of all duties in connection with the administration of an electoral event. The returning officer may delegate responsibility to the ARO for a variety of specific duties. If a returning officer is absent or unable to act, or if the office is vacant, the ARO performs the duties and has the powers of the returning officer.

Due to the non-partisan nature of election administration the assistant returning officer must remain politically neutral during employment.

### Experience and Key Activities

The assistant returning officer will:

- Oversee the day-to-day activities of the returning office staff
- Oversee the continuous poll in the returning office
- Hire election workers
- Process payroll and expenses

### Skills / Abilities

- Financial management
- Proficient at using computers
- Experienced supervisor
- Experienced trainer

- Proficient at handling stress and competing priorities
- Professional and tactful

### **Requirements**

Must be 18 years of age and a Canadian Citizen.

\*This position is paid under the Tariff of Fees and Expenses and the hourly rate includes vacation and statutory holiday pay. No other benefits are provided.

Please send expressions of interest to [elections@novascotia.ca](mailto:elections@novascotia.ca) that includes your contact information and area of residence, resumes are not required at this time. The returning officer will reach out to you directly.