



MUNICIPAL ELECTION WORKER APPLICATION FORM

Position Applying For (check one):

☐ Deputy Returning Officer / Day Clerk ☐ Ballot Counter

Applicant Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Eligibility (please check):

☐ I confirm that I am 16 years of age or older.

☐ I am available to attend in-person training on October 8, 2025.

Previous Election Experience (if any):

Signature: _____ Date: _____

Deadline for application: September 24, 2025

Application submission: please drop off at the Town Office (5031 – 50 Street) or email to gscott@stettler.net



**MUNICIPAL ELECTION 2025
JOB DESCRIPTIONS**

Deputy Returning Officer / Day Clerk:

The Deputy Returning Officer (DRO) or Day Clerk is responsible for administering the voting process at a designated polling station during a municipal election. Duties include setting up and organizing the polling station, verifying voter eligibility, issuing ballots, ensuring ballots are properly deposited, maintaining the secrecy and integrity of the vote, and completing all required forms and reports. The DRO works closely with the Returning Officer and other election officials to ensure compliance with the Local Authorities Election Act and that voting is conducted in a fair, transparent, and efficient manner.

Election Day: October 20, 2025

Shift: 9:00 AM – 8:00 PM

Ballot Counter:

The Ballot Counter is responsible for accurately counting and recording ballots following the close of voting in a municipal election. This role ensures ballots are handled securely, results are tallied correctly, and all counting procedures follow the Local Authorities Election Act. Ballot Counters work under the direction of the Returning Officer or Deputy Returning Officer to maintain the integrity and confidentiality of the election process.

Election Day: October 20, 2025

Shift: 8:00 PM – counting is concluded