

# Poll Clerk

## Duties:

- Assists the Deputy Returning Officer (DRO) to set up, open and close the polling station.
- Assists the DRO to ensure the voting occurs in an orderly fashion.
- Keeps a written record of the voting at the poll station by entering names in the poll book and crossing them off the list of electors.
- Assists the DRO with the counting of the ballots and completion of forms.
- Is able to assume the role of DRO should he/she is unable to assume or continue the duties.

## Qualifications

- Be at least 18 years of age on polling day
- Have basic literacy skills (reading, writing)
- Have good attention to detail
- Be able to work long days (up to 14 hours as needed)
- Is polite, courteous, patient and has good judgment
- Has not been convicted of a corrupt practice or bribery in the last 10 years.
- Experience is an asset

A person may not act as a Poll Clerk at a polling station where a close relative (husband, wife, child, brother, sister, parent, grandparent or grandchild) is a candidate listed on the ballot. IF, after close of nominations, you are aware that you are a close relative to a candidate, you must notify the Returning Officer or Assistant Returning Officer.

## Benefits

- Paid \$30.00 per training session
- Paid \$145.00 per polling day
- Paid mileage to and from training and poll locations