

## **POLL ATTENDANT (PA)**

**Employment Period:** During the election period (when called)

- Ordinary Poll on Polling Day – One Day (usually a Monday), or
- Advance Polls –Two Days (Sunday and Monday the week before Polling Day)

PAs may be employed at both the ordinary and advance polls, as well as in alternate positions, as determined by the Returning Officer.

### **Hours:**

Ordinary Poll: 7:30 AM to approx. 9:00 PM (or to completion of count); polls are open 8:00 AM to 8:00 PM

Advance Poll: 7:30 AM to approx. 9:00 PM daily during the advance poll

A Poll Attendant may work at both the advance poll and the ordinary poll.

### **Overview**

A Poll Attendant is the first election officer that electors come into contact with when they arrive at the poll to vote. The PA will direct them to the correct voting station, or to the registration station, and answer their questions.

PAs are responsible for placement of signage and for directing people and vehicles at the polling place. They must provide information to all voters and assistance to those who request it. PAs help with the setting up and taking down of the polling site, and may be assigned other duties by the Information and Resource Officer (IRO) or Deputy Returning Officer (DRO).

### **Reports to:**

- Deputy Returning Officer, or
- Information and Resource Officer if 2 or more polls in the polling place

### **Primary Duties:**

- Assists with the set up and take down of the polling place
- Directs electors or scrutineers to the appropriate poll
- Assesses an elector's need to register
- Monitors numbers of electors in polling place as prescribed
- Directs vehicular traffic as required
- Ensures all prescribed health precautions are followed
- Witnesses the ballot count at the close of the poll if requested to do so
- Other duties as assigned

### **Experience & Skills Required:**

- Basic English literacy and language skills; fluency in a second language is desirable
- Client focused; patience and diplomacy over a long day
- Familiarity with the electoral district
- Be tactful and exercise good judgment
- Remain polite, courteous and professional

**Working Conditions:**

- PAs can expect to work a 13 to 14-hour day; must be prepared to arrive early to help set up the polling place, and help close down the poll
  - PAs must bring their own non-perishable meals and beverages; PAs may not be able to leave their work stations for meal breaks
  - Since PAs stand for long periods, they should dress comfortably, neatly and wear weather appropriate clothing
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