

POLL CLERK (PC)

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)

Advance Poll PC must also be available to count ballots on Election Day at the close of the polls.

PC cannot be employed as a Deputy Returning Officer (DRO) or Poll Clerk (PC) at both the ordinary and advance polls due to requirements of the count. They may be employed in non-DRO/PC positions as determined by the Returning Officer.

Hours:

Ordinary Poll: 7:30 AM 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 and 7:30 PM to completion of count on polling day

Overview:

Poll Clerks are responsible for supporting the administration of voting at the poll. They complete and maintain the poll book and other documents, account for and secure all voting materials, and participate in the count at the end of polling day.

The PC may be required to replace and perform the duties of a DRO in the case of incapacity or unavailability of the DRO.

There is one PC and one DRO per polling station.

Reports to:

- Deputy Returning Officer

Primary Duties:

- Assists the DRO to set up and open a polling station
- Assists the DRO with the orderly conduct of voting
- Locates the electors' names on the voters list; states the electors' sequence number and strikes a line through the name; confirms the ballot cast by an elector; completes the poll book by indicating any required Declarations taken
- Assists the DRO at the count: records elector votes on a tally sheet as they are called out by the DRO, signs the Statement of the Poll and follows the closing instructions
- Steps in as DRO when necessary
- Remains polite and courteous in all dealings with the public, candidates, and candidates' representatives

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
- Organizational skills and attention to detail
- Ability to understand and follow directions, written instructions or checklists
- Strong verbal communication skills to welcome and provide instructions to voters
- Good interpersonal skills to provide customer service and treat voters with respect
- Basic numeracy and analytical skill

Working Conditions:

- PCs can expect to work up to a 14-hour day. Must be prepared to arrive early to set up the polling station, administer voting for at least 12 hours, and then conduct the count of ballots at the close of the poll
- PCs work closely with their DRO as a team
- PCs must bring their own non-perishable meals and beverages. PCs may not be able to leave their polling station for set meal breaks and there might not be cooking or refrigeration facilities available.
- PCs sit for long periods, so they should dress comfortably but neatly and may wish to bring a cushion