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|  | JOB DESCRIPTION  Hourly Staff |

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| **Position Title:** | **Poll Clerk** |
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| **Term of Office:** | September 1 to April 30 |
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| **Supervisor:** | Deputy Returning Officer |
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| **Remuneration:** | Grade A |
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| **Hours of Work:** | Variable |

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| **General Scope of Duties** |
| Polls Clerks are responsible for ensuring proper polling procedures are met at polling stations. They will be stationed with one other poll clerk and are required to check voters meet the requirements to vote. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Poll Clerk Function | 95% | * Ensure Poll Station is set up and remains an impartial area throughout the Election * Ensure voters are registered * Ensure voters are able to vote in |
| Other | 5% | * Provide information about the current and upcoming elections |

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| **Knowledge, Skills and Abilities** |
| * Must understand the procedure of voting * Should be able to multitask and work under pressure * Should be able to stand firm with voters |

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| **Effort & Responsibility** |
| * Must be able to understand voting procedure and its value * Responsible for ensuring election integrity is upheld |

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| **Working Conditions** |
| * Working with other poll clerks * Working conditions can be very busy at times |

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| **Training and Experience** |
| * Must be available for training session at a date to be determined |

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| **Equipment** |
| * For online polling, basic knowledge of a computer will be considered an asset. |