



Poll Clerk/Long-Term Care ONLY

Purpose

The Poll Clerk assists the Deputy Returning Officer in the administration of voting activities at a voting location and supports the accurate and efficient processing of electors.

Key Responsibilities

- Assist with set up, opening, operation, and closing of the voting location
- Support the DRO in processing electors and issuing ballots
- Accurately complete election forms and records
- Record elector activity, oaths, and declarations in the Electronic Voters' List
- Provide courteous assistance to electors as required
- Temporarily assume DRO duties if required and directed
- Maintain confidentiality and security of election materials

Qualifications

- Strong computer and data entry skills
- Excellent customer service and communication skills
- Ability to exercise tact, discretion, and good judgement
- Knowledge of ward boundaries is an asset
- Successful completion of mandatory training and testing

All election officials are expected to uphold professionalism, confidentiality, impartiality, and accessibility standards in accordance with legislation and Clerk's procedures.