

## Poll clerk (advance polling days)

### Principal Tasks

- Assists the deputy returning officer to set up and open the polling station
- Assists the deputy returning officer to ensure that voting proceeds in an orderly fashion
- Prepares forms and maintains records
- Verifies that the elector's name appears on the list of electors and that their information matches the ID provided
- Keeps track of electors who voted, using forms and lists
- On election night: assists with counting the ballots and with completing the related forms

### Overview of Qualifications

- Be a Canadian citizen
- Be at least 16 years old on polling day
- Have experience in managing large groups to help electors circulate in an orderly fashion
- Have experience in dealing with the public
- Be accurate in recording and processing information
- Remain polite and courteous (demonstrate professionalism)
- Be tactful and exercise good judgment

### Remuneration\* (Rate is subject to change)

**\$924.00**

*Fixed fee paid for all services rendered during the **entire** four days of advance polls **as well as** counting of ballots on election day. If a poll worker doesn't work the complete period, the pay may be prorated **accordingly**.*

Elections Canada Poll workers positions:

<https://elections.ca/content2.aspx?section=job&dir=pos&document=index&lang=e#3>

Scroll down for Poll clerk (advance polling days) to apply.