

## Poll Clerk (PCs) Job Description

Poll Clerks (PC) work with the Deputy Returning Officer (DRO) during voting and they report to the Assistant Returning Officer (ARO). Your main job is to cross off voters' names on the polling record, or if they are not on the polling record, add their names to it.

### Duties include:

- attend training provided by Elections Nunavut
- help the DRO set up the polling place and put up signs
- check the polling record for the voter's name
- cross off voter's names from the polling record
- direct the voter to go to the registration table if their name is not on the polling record
- direct voters to the appropriate polling station
- respectfully assist voters with accessibility challenges
- ensure no voter wears any campaign material or carries any campaign material into the voting place
- ensure the polling place is clearly identified with signs
- answer questions and serve voters in a friendly and efficient manner
- count ballots
- with the DRO fill out appropriate forms/envelopes, and sign them
- close up the ballot box and seal it

### Relationship to other election official roles

- The Poll Clerk works closely with and receives guidance and direction from the DRO and the ARO.

### Working conditions:

- Hours of work are long on Election Day. PCs must be prepared to work extra hours after voting ends on Election Day. This could be a total of 14 hours.
- The PC's work ends when the polling place closes and the ARO releases the DRO and PC, after the ballot counting is complete.
- Must stay at the polling place at all times during Election Day. Meals are provided.

### Experience and skills required:

- ability to not favour any candidate
- patience when interacting with a variety of people during a long day
- ability to identify and anticipate problems
- excellent interpersonal skills and comfort in working with people
- experience assisting individuals with special needs is an asset
- ability to follow directions (verbal and written)
- ability to speak more than one of Nunavut's official languages is an asset

### Pay rates:

- \$25.29 per hour plus northern allowance for your community