



2017 General Election  
SECONDARY SCHOOL STUDENT ELECTION OFFICIAL

## Registration Clerk (RC) Job Description

Registration Clerks (RC) report to the Returning Officer (RO) and the Assistant Returning Officer (ARO). Your main job is to register voters and to help voters fill out the “register to vote” forms or “change or correct” forms.

### Duties include:

- attend training provided by Elections Nunavut
- setting up a registration table
- greet people and ask them to check the voters list to see if their name is on the voters list
- if they're registered, ask them to check their information to see it is correct
- if they are not on the voters list, help them fill out a “register to vote” form
- if you do not know them personally, ensure they provide proper identification that shows their name and where they live.
- if information is incorrect, help them fill out a “change and correct” form
- make sure forms that are filled out are easy to read, complete and signed by the voter
- give the voter a copy of the “register to vote” or “change and correct” form
- direct the voter to where they should vote

### Working conditions:

- Long hours of work on Election Day.
- 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
- basic ability to locate residential addresses using maps provided by Elections Nunavut
- patience when interacting with a variety of people during a long day
- ability to identify and anticipate problems
- excellent interpersonal skills and comfortable 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