

# Poll Clerk

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The poll clerk is the customer service and information officer of the polling station. This role is versatile and the poll ensures the smooth running of the poll, from welcoming voters, confirming they have their IDs, directing them to the registration table, and also providing assisting to voters who require any assistance.

## Hours of training:

- 2 hours general training

## As a Poll Clerk, you will:

- Assist with the set up and taking down of the polls
- Greet voters, provide physical assistance to voters when requested, and remind voters that identification confirming their name and current residential address is required in order to vote
- Inform voters of any languages spoken, other than English, as required
- Monitor and assess activity in and around the voting station
- Refer all candidates and candidate's agents to the Poll Supervisor
- Maintain the flow of voters throughout the voting station
- Ensure voters line up in a single line for the Issuing DROs at the registration table
- Perform duties assigned by the Elections Office, Ward Supervisor or Poll Supervisor
- Complete all closing procedures required

All Poll staff must remain non-partisan while carrying out their duties at the polls. You must have the ability to strictly observe secrecy with respect to all knowledge that may come into the Election Official's possession as set out in [FORM E – Oath, Affirmation or Declaration of Election Official](#)

## Work Opportunities

**Election Day:** Wednesday, November 13, 2024; Voting time 8:00am – 8:00pm  
*Remuneration: \$ 234*

**Advance Poll:** November 1 – 4, 2024; Voting time 12 noon – 8:00pm  
*Remuneration: \$648*

**Drive-through:** November 9, 2024; Voting time: 10:00am – 6:00pm  
*Remuneration: \$162*

**\* One time training compensation: \$60**