

Job Description: Poll Clerk

This position is critical to delivering a safe and secure Election for the positions of Mayor, six Councilors and 7 School Board Trustees on behalf of the City of New Westminster on Saturday, October 15, 2022.

Job Title: Poll Clerk

Job purpose/summary: To be an impartial and neutral member of the Election Team. To provide registered Electors with ballots, explain how to fill out the ballot and how to have the ballot processed in the tabulator, all in accordance the guidelines and rules of Municipal Elections in B.C.

Location: one of 15 locations throughout the City of New Westminster

Reporting to: The Presiding Election Official

Duties and Responsibilities

- Meet your Election Team members at 7.00am on Election Day, and set up the Poll Clerk desk according to Poll Clerk manual
- Ensure procedures are followed to make your work station ready to receive Electors at 8.00am
- To greet Electors, search for their Registration in the Electors' List using a laptop and ensure their identification matches the Voter List record.
- To process the Voter in the Voter Book, issue a ballot, explain how to mark a ballot, and where to take the ballot upon completion.
- Follow policies and procedures and liaise with the PEO for assistance when situations arise
- Follow procedures in the Poll Clerk manual at the close of Voting at 8.00pm to shut down the laptop, organize your materials and unused ballots
- Properly pack all equipment and materials according to the manual, and other duties as assigned by the PEO

Skills:

- Excellent verbal communication and interpersonal skills
- Good literacy and language skills in English; second language proficiency is a plus
- Basic math and analytical skills
- Ability to follow oral directions and written instructions, or checklists
- Accuracy and attention to detail
- Experience using common computer software and laptop or desk top computer
- Professionalism; to act responsibly and show good judgement
- Ability and patience to interact with a wide variety of the public, backgrounds and age groups
- Ability to maintain composure and deal with difficult situations