

Poll Clerk (PC)

As a Poll Clerk you report to the Deputy Returning Officer (DRO)

You are responsible to:

- Familiarize yourself with the responsibilities of the PC as outlined in your handbook, including the various forms.
- Ensure you are familiar with how to assist an elector with a disability.
- Assist with setting up the polls.
- Ensure you are wearing your election official badge at all times.
- Keep a record of the total number of voters by crossing off the next number on the Poll Clerk's # sheet. For example, the first voter will be # 1, the second #2 and so on.
- Using a ruler (provided) draw a line through the correct name on the Voters' List to indicate that this voter has voted. Next to the voter's name write the same number as recorded on Poll Clerk's # sheet (green).
- Record additions to the Voters' List at the back of the list in the space provided.
- Record corrections, objections, proxy and/or oaths.
- Assist the DRO in counting the ballots following the DRO's instructions.
- Assist the DRO and PS with packing up the poll.
- Ensure the voting location is left tidy and free of garbage.