



2010 Municipal Election

Job Title:	Poll Clerk
Department:	Legal & Legislative Services Clerk's Office
Remuneration:	\$175.00
Time Commitment:	Prior to Voting Day (approximately 1.5 hours for training) Election Day (Monday, October 25, 9:15 am to 9:00 pm)

Reporting to the Poll Manager and Deputy Returning Officer, the Poll Clerk is responsible for processing voters in accordance with the *Municipal Elections Act, 1996*.

Major Responsibilities:

- Attends mandatory training session and reviews all training material
- Arrives at the voting place at 9:15 am on voting day
- Assists with set-up of the voting place to ensure it opens at 10:00 am
- Locates voters names on the voters' list
- Maintains "number of voters who have voted" list
- Revises voters' list and maintains a list of revisions
- Assists with other duties as directed by the Poll Manager and DRO
- Removes all election signage at the end of election day
- Assists DRO with the return of all elected supplies to the Recreation Complex