



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced  
**POLL CLERK**

**Competition Number 2022-17**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

The Poll Clerk assists and supports the administration of voting at an assigned voting place on general voting day. The Poll Clerk works in teams of two, report to the Presiding Election Official and Alternate Presiding Election Official for their voting place and ensures voters participate efficiently and effectively in the voting process. The successful candidate will possess excellent customer service, verbal and written communication skills, organizational skills, proficient computer skills, and a fine attention to detail. They will also have the ability to interact with voters and clearly communicate election procedures and have the ability to follow written instructions and checklists.

**Please see the attached job description for further information on the duties and requirements of the role.**

To ensure the health and safety of our workplace, all external applicants will be required to provide a confirmation of vaccination status.

The daily pay rate for this 7 a.m. to 9 p.m. (or until duties are fulfilled on voting day) casual position is \$325 (2022 rates). This daily rate is inclusive of a required 2-hour training session. Interested candidates are invited to submit their application form to [resume@csaanich.ca](mailto:resume@csaanich.ca) . This position will remain open until filled.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.



**Job Description**  
**Poll Clerk**  
**(Casual)**  
**Rate of Pay: \$325**

**General Accountability:**

The Poll Clerk assists and supports the administration of voting at an assigned voting place on general voting day. The Poll Clerk works in teams of two, report to the Presiding Election Official and Alternate Presiding Election Official for their voting place and ensures voters participate efficiently and effectively in the voting process.

**Expectations**

- Must attend mandatory training session; and,
- Must be able to work on General Voting Day from approximately 7 a.m. to 9 p.m. or until duties are fulfilled

**Nature and Scope of Work**

- Assists in setting up the voting location and stations including laptops, voting booths and posting signs and notices.
- Verifies voter's name on the electronic voters list, making changes to existing registration, registering new voters and verifying identification.
- Explains the voting process and issues ballots.
- Assists voters as may be required.
- Assists with the packing of equipment and supplies and the closing of the voting place.
- Follows all applicable policies and processes
- Performs other related duties as required
- Ability to promote and contribute to a positive team environment.

**Requirements**

The successful candidate will possess:

- Excellent customer service, verbal and written communication skills;
- Proficient computer skills;
- The ability to interact with voters and clearly communicate election procedures;
- The ability to understand and follow written instructions and checklists; and
- Excellent organizational skills and attention to detail.

The Poll Clerk must:

- Be legally entitled to work in Canada; and,
- Not be affiliated with any candidate running for office in this general election