

2025

Municipal Election

Ballot Clerk/Polling Clerk

A Ballot Clerk or Polling Clerk assists the Returning Officer (RO) at a polling station during a municipal election and helps ensure that the voting process runs smoothly and efficiently. They must follow procedures to ensure the integrity and confidentiality of the election.

Responsibilities

- Assisting with setting up the polling station and ensuring it is ready for voting
- Checking voter identification and confirming voters are on the voters list
- Marking off names of voters who have received a ballot and maintain records of who has voted
- Issuing ballots to electors, providing instruction in completing the ballot, providing replacement ballots if required (spoiled ballots), and receiving ballots from any electors who decline to vote
- Assisting electors to deposit their ballots
- Helping manage the flow of voters to prevent crowding or confusion
- Answering voter questions about the process (but not influencing votes)
- Monitoring the ballot box to ensure security and integrity
- Assist with counting the votes after the polls close and reporting results to the Returning Officer
- Assist with completing all necessary paperwork and ensuring accurate records of voting are kept

Qualifications

- Be a resident of the Town of Crossfield (preferred)
- Be at least 18 years old on Election Day
- Have significant election experience
- Have map reading skills
- Have effective communication and public relations skills
- Have experience in conflict resolution
- Must be able to work long shifts