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<b>Job Title:</b>	Information Clerk
<b>Branch:</b>	City Clerk Services
<b>Remuneration:</b>	\$240
<b>Time Commitment:</b>	Training: Approximately 2 hours (in-class, online training, and material review) Election Day: October 24, 2022, approximately 9:00 a.m. – 9:00 p.m.

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The Information Clerk is responsible for providing information and assisting voters, while maintaining and sanitizing voting equipment at the Voting Place.

**Core Responsibilities:**

- Must arrive at the Voting Place at 9:00 a.m.
- Assists voters entering and exiting Voting Place
- Greets voters and requests they have appropriate identification ready
- Directs voters within the Voting Place
- Assists persons with disabilities as required
- Sanitizes voting equipment as required
- Frequently checks the parking lot, entrance, hallway(s), and the Voting Place to ensure that any barriers, and campaign material, are removed
- Assists the Voting Place Supervisor with opening and closing the Voting Place

**Key Qualifications:**

- Ability to deal tactfully and courteously with the public
- Good communication skills with the ability to effectively provide direction and instruction

**Conditions of Employment:**

Must:

- Have reliable transportation to attend the Voting Place on Voting Day
- Be legally entitled to work in Canada
- Be 16 years of age on or before voting day

Must not be:

- A candidate or registered third party advertiser;
- An immediate family member of a candidate, or
- Actively working to support or oppose a candidate in the Oshawa Municipal and School Board Elections