



# Job Description

## Revision Clerk

Are you interested in working to facilitate democracy in action? The Corporation of the County of Prince Edward is seeking Revision Clerk(s) to uphold the integrity and accessibility of the electoral process and to help manage elections in an efficient, fair, and impartial manner. Come be a part of the team and work the 2026 municipal and school board trustee election.

Revision Clerks will be required to work from:

Saturday, October 17, 2026 from 9 a.m. to 5 p.m. (Advanced Voting Day)

Monday, October 26, 2026 from 9 a.m. to 9 p.m. (Election Day)

### 1. What to expect in this role

The Revision Clerk (RC) verifies whether an elector appears accurately on the Voters' List. The RC performs revisions to the Voters' List to add electors to the Voter's List or correct any inaccurate elector information.

#### 1. Reporting to the Super Deputy Returning Officer (SDRO) you will:

- Notify the SDRO of individuals who did not show up for work, any services that are disrupted, incidents that occur or complaints that are made at the voting location in a timely manner.
- Ensure staffing resources, supplies and voting layout conforms with Prince Edward County standards.
- Ensure the voting location is free of any partisan campaign materials.
- Ensure the voting location is accessible to the electors, and assist electors with any accessibility needs.
- Updates the Municipal Voter View software at the voting location.
- Verify elector identification.
- Perform manual revisions and electronic additions to the Voters' List.
- Keep track and manage the records of all Applications to Amend Voter's List and Declarations of Identity.
- Manage a large flow of electors within a voting location.
- Ensure Scrutineers and candidate representatives are following guidelines set forth within the voting locations.
- Resolve any issues at the voting location escalated by the election officials as they arise.
- Ensure all assigned voting locations promptly close on time, and that all electors that entered the voting location prior to close can mark and cast their ballot to vote.
- Complete the paper-based Ballot Statement of the Poll form after the closing of the polls.
- Assist in communicating the information to the Elections Headquarters.
- Remove all posters and signage after closing on election day.
- Assist to ensure poll supplies from the voting locations are returned to the Elections Headquarters after closing on election day.
- Ensure time sheets from the voting locations are returned to the SDRO after closing on election day.
- Assist in other duties as assigned by the Super Deputy Returning Officer.

## **2. What you need to qualify**

- Access to a cell phone and vehicle to travel to and from the Elections Head Quarters and voting locations.
- Availability to work up to 12 hours on election day.
- Availability to attend a training session.
- Ability to read and observe voting procedures at the voting location.
- Strong interpersonal communication (verbal and written) and problem-solving skills to resolve issues and communicate solutions to staff and the public in an efficient and timely manner.
- Ability to understand, rationalize and resolve situations efficiently as they arise.
- Ability to identify and verify information provided by an elector in a timely manner via hard copy or mobile device.
- Ability to stand and work for long stretches of time (up to 12 hours).
- Ability to learn quickly, follow directions, and complete repetitive duties.
- Ability to multi-task and strong computer and data entry skills.

## **3. Compensation**

Position Status: Temporary Assignment – Advance (October 17) and Election Day (October 26) only.

Location: Voting locations across Prince Edward County

Rate of pay: \$18.50/hour

Hours of Work: Up to 12 hours