



## **ELECTORAL JOB OFFER**

### **POLL CLERK**

Under the authority of the office of the returning officer's office, the incumbent will perform the following tasks during voting days:

- Enter the details of the voting process in the poll book;
- Verify the elector's registration on the electoral list before the elector is admitted to vote;
- Mark the list when the elector has voted;
- Fill out various election forms;
- Assist the central poll supervisor in counting activities.

### **REQUIREMENTS**

- Candidate must be a Canadian citizen, a permanent resident or a person designated as a refugee under the Immigration and Refugee Protection Act, and be legally authorized to work in Canada in accordance with the legislative and regulatory provisions in force in the province of Quebec;
- Have a respectful, caring and patient customer service attitude;
- Demonstrate sound judgment;
- Rigor and attention to detail.

### **WORKING CONDITIONS**

The work schedule for this position is established according to the directives of the returning officer's office, you must be available for advance polling days (October 26, 2025) and/or polling day (November 2, 2025).

### **SALARY**

\$19.32/hour

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Send your curriculum vitae indicating your interest to the attention of the Returning Officer, Ms. Myrian Nadon by e-mail at [direction@lowquebec.ca](mailto:direction@lowquebec.ca), in person or by mail to the address below:

Municipality of Township of Low  
4A, d'Amour Road  
Low (Québec) J0X 2C0  
Telephone : 819-422-3528 - Fax: 819-422-3796

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Only those candidates selected for an interview will be contacted.