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The *Elections Act, 1991*, states that the Deputy Returning Office (DRO) is responsible for appointing a Poll Clerk. Although this is the typical way, it is not uncommon for many Returning Officers to also play a role in appointing Poll Clerks.

A Poll Clerk is responsible for making all required entries in the Poll Book. A Poll Clerk may also be required to replace and perform the duties of a DRO in the case of incapacity or unavailability of the DRO.

The Poll Clerk is responsible for:

- Assisting the DRO in setting up and opening a polling station;
- Assisting the DRO in allowing electors to cast their ballots in an orderly fashion;
- Assisting the DRO with the counting of ballots;
- Locating the electors' names on the voters list; stating the electors' consecutive number and striking a line through the name; confirming the casting of a ballot by an elector; completing the poll book by indicating the taking of required oaths; and signing the Poll Book to signify the closure of the poll;
- Recording elector votes on a tally sheet during the counting of votes, as they are called out by the DRO; recording objections made to any ballot paper in the Poll Book; signing the Statement of the Poll; and following the closing instructions, to assemble all materials to close the poll.

A Poll Clerk must remain polite and courteous in all dealings with the public, candidates, and candidates' representatives.

A Poll Clerk must:

- Be 18 years of age or older
- Reside in the electoral district in which they will be working
- Have knowledge of the electoral district
- Not have had political involvement 60 days prior to appointment
- Remain completely impartial while employed by Elections Newfoundland and Labrador
- Be familiar with provincial voting rules and regulations
- Be comfortable assuming the role of DRO (if necessary)
- Be able to print and write neatly
- Possess excellent verbal communication skills
- Possess excellent customer service skills
- Be able to react appropriately to problems and challenges

A Poll Clerk's remuneration is as per the Schedule of Fees to a maximum of 17 hours for an advance poll and 15 hours for a regular poll.

Remuneration for training is to a maximum of 4 hours.

A Poll Clerk will be reimbursed for the use of a private vehicle during an election for attending a training course at a distance in excess of 20 kilometers (one way) from the election official's ordinary residence.