

POLL CLERK JOB DESCRIPTION

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling Stations are open from 7.00am until 10.00pm. On polling day, staff are required to arrive at the polling station no later than 6.15am and remain until all close of poll procedures/forms have been completed. In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

The Poll Clerk

Poll Clerks assist the Presiding Officer in the conduct of the ballot in the polling stations.

The Role:

To assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer.
- Ensuring that all electors are treated impartially and with respect free from influence.
- Maintaining the secrecy of the ballot.
- Comply and follow any instructions given on infection prevention and control guidance if applicable.

Duties:

Before Election Day:

- Where requested, attend training sessions and briefings, either in person or virtually, provided by the Electoral Services office.

Election Day:

Help the Presiding Officer to carry out the following:

- Erect polling booths and help organize the layout of the polling station inside and out - this involves some lifting.
- Prepare the polling station for the opening of poll on time.
- Keep the polling station neat and tidy.
- Ensure that all signs and instructions are clear and visible and remain in place.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters ensuring that all papers have the official mark.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Any other polling station duties as instructed by the Presiding Officer.

Close of Poll:

- Help in the dismantling of the polling station and ensure the building is returned to good order.

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

All staff will be required to maintain the secrecy of the poll and comply with the Data Protection and GDPR legislation.

Payment

Payment will be made to a designated bank account as soon as is practicable after the election.

Person Specification – Poll Clerk

Essential	Desirable
Fully literate and numerate with excellent attention to detail	Previous customer service experience
Good timekeeping	Experience of working at a polling station
Ability to carry out work as instructed, accurately, even under pressure	
Ability to remain politically neutral	
Diplomacy and tact when working with members of the public, candidates and agents	
Not connected to, nor will assist, any candidate or party at the election.	
Able to attend training	
Physically able to lift and carry heavy equipment in accordance with manual handling advice	
Able to comply with Data Protection and GDPR legislation.	
Able to maintain the secrecy of the ballot	