

## **Poll Clerk job description**

Polling stations are open from 7am until 10pm on election day. Staff are required to arrive at the polling station at 6.15am to set up. Staff are not permitted to leave the premises during polling hours in order to maintain the secrecy of the vote. The role of the polling station staff is to ensure that voters can cast their vote in secret, free from influence and in a calm atmosphere.

## **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:

- Comply with any instructions from the Returning Officer.
- To ensure that all electors are treated impartially and with respect.
- Maintain the secrecy of the ballot.

## **Duties**

### Before election day

- Attend or complete a training session and briefing.

### Election day

Help the Presiding Officer to carry out the following:

- Erect polling booths. This involves some lifting.
- Prepare the polling station for the opening of poll.
- Keep the polling station neat and tidy.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Any other polling station duties on the instruction of the Presiding Officer.
- Checking photographic ID.

### Close of Poll

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

You will be working a long 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.

## **Essential**

- A basic understanding of the election process.
- Excellent communication skills and the ability to explain procedures to a variety of people.

- High level of personal presentation, reliable, calm under pressure and have a professional manner as you are representing the council.
- Good administration skills and attention to detail.
- Be able have a use of a transport which is insured for business use.
- Able to lift polling booths and ballot boxes etc.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

\*Please note: We do use a number of our own staff and supplement this with additional staff from outside who we hold on our database. When appointing staff we consider the person's experience; availability; preferences; where they live or whether they have access to transport and are prepared to travel.

The Returning Officer's decision on individual appointments is final and we will not normally notify unsuccessful applicants or enter into correspondence regarding unsuccessful applications.