

Poll Clerk Job Description

The Polling Station Team

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On Election Day staff are required to arrive at the Polling Station at 6:30 a.m. to set up the equipment. 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 are able to 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:

- Complying with any instructions from the Returning Officer
- Ensuring that all electors are treated impartially and with respect
- Maintaining the secrecy of the ballot

Duties:

Before Election Day:

- Attend a compulsory training session – **this is part of your employment conditions, if you do not carry out the duties on the day of Poll Clerk then you will not receive the training fee element.**

Election Day

Help the Presiding Officer to carry out the following:

- erect polling booths. This involves some lifting – you must be reasonably fit and capable of handling potentially heavy items of equipment and stationery
 - Prepare the polling station for the opening of poll
 - Keep the polling station neat and tidy
 - Ask for and check voter identification before issuing ballot papers (Parliamentary and Police and Crime Commissioner Elections only)
 - Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID (Parliamentary and Police and Crime Commissioner Elections only)
 - Ensuring electors are able to present their ID in private when requested (Parliamentary and Police and Crime Commissioner Elections only)
 - Support disabled voters use any special equipment or devices
 - 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 in the (correct) ballot box
 - Any other polling station duties on the instruction of the Presiding Officer
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- To assist with managing the flow of voters into the station, as well as any queues that may form outside, to ensure that social distancing is maintained
 - To assist with welcoming voters and ensuring they have read information notices relating to public health requirements, such as only entering if well and free of coronavirus symptoms, the need to wear face-coverings and maintain social distancing throughout the polling station
 - To assist with providing information to voters about how they should navigate through the polling station to cast their vote and exit safely, including any measures in place to facilitate this
 - To assist with ensuring that voters clean their hands on entry to and exit from the polling station and offering face coverings to voters who do not have one

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 16 hour day, so you must provide your own refreshments

Take appropriate breaks throughout the day to avoid tiredness.

Wear appropriate clothing for sitting down the majority of the day, particularly in cold weather.



Poll Clerk Person Specification

EXPERIENCE	
Essential	Desirable
None	A basic understanding of the election process. Previous election experience

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Good Communication skills Good personal presentation A commitment to customer care Good administration skills and attention to detail A team player and flexible attitude Punctual and reliable	Able to lift polling booths/ballot boxes etc

OTHER	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid Be willing to attend a training session as required Must not have been convicted of an offence	Transport

under Electoral Legislation

Acceptance of Waiving of Working Time
Directive for period of employment