

Poll Clerk

Job Description and Person Specification

The polling station team

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 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station sufficiently early (6:15am) to set up the equipment in time for opening. 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 current fee for poll clerks is £255, which includes a £30 fee for the completion of training. Please note this is subject to change – amounts would be stipulated on an appointment letter if you were offered a role working at an election.

The Role of Poll Clerks:

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; and
- Maintaining the secrecy of the ballot and complying with all secrecy requirements.

Duties:

Before Election Day:

- Where requested, attend training sessions and briefings provided by the Electoral Services office;
- Provide Electoral Services with your payment details and proof of identity and eligibility to work in the UK, if requested.

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 clean, neat and tidy;
- Provide assistance to voters where appropriate, being polite and professional when dealing with all visitors to the polling station;
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists. Issue ballot papers to voters;
- Ensure that only eligible electors vote and that voters cast their votes in secret and without influence and put them into the ballot box;
- Remain impartial at all times; and
- Any other polling station duties on the instruction of the Presiding Officer.

Close of Poll:

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

- If required help the Presiding Officer to pack up documents in accordance with instructions; and
- You will not be permitted to leave the station until the Presiding Officer has finished the close of poll procedures.

Extra Information

You will be working a 16 hour day, 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 sign an agreement to this effect. You must not wear any colours relating to any Political Party.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

This information is provided for guidance only and may be subject to change without notice.

Poll Clerk Person Specification

Experience

Essential

None

Experience

Desirable

- A basic understanding of the election process
- Previous election or customer service experience

Skills/Personal Attributes

Essential

- Good communication skills – literate and numerate;
- Good personal presentation;
- A commitment to customer care – diplomacy and tact when working with members of the public;
- Good administration skills and attention to detail;
- A team player and flexible attitude and ability to carry out work as instructed, even under pressure;
- Punctual and reliable;
- Ability to remain politically neutral – you must not have worked in support of a political party/candidate at the election, whether paid or unpaid;
- Must not have been convicted of an offence under Electoral Legislation; and
- Acceptance of Waiving of Working Time Directive for period of employment.

Desirable

Able to lift polling booths/ballot boxes etc.