

ELECTORAL SERVICES CASUAL ELECTION STAFF



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 by 6.15 a.m. to set up the equipment. Staff are not permitted to leave the premises during the day (other than in an absolute emergency).

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
- Issuing ballot papers, including the checking of Voter Identification
- Maintaining the secrecy of the ballot

Duties:

Before Election Day:

- Where applicable, undertake any training and attend briefings provided by the Returning Officer

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.
- Ensure that Voter ID is checked before ballot papers are issued; enable electors to present Voter ID in private where required, and assist with keeping a log of Voter ID as necessary
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the correct ballot box (where appropriate).
- 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.

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 the day (other than in an absolute emergency).

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 have read and agree to the terms of the Statement of Secrecy.

The rate of pay for these duties varies slightly depending on the type of election but as an example the current rate of pay for a Poll Clerk for a local election is £160 plus a further fee for undertaking training.

In addition to the main elections (such as Parliamentary and the 4-yearly council elections) which are usually held in the May of any given year, there are from time to time by-elections which can be held at any time throughout the year.

See next page for Person Specification

**POLL CLERK
PERSON SPECIFICATION**

EXPERIENCE	
Essential	Desirable
	<p>A basic understanding of the election process.</p> <p>Previous election experience of elections.</p>

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

OTHER	
Essential	Desirable
<p>Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.</p> <p>Must not have been convicted of an offence under Electoral Legislation</p> <p>Acceptance of Waiving of Working Time Regulations for period of employment</p>	<p>Transport</p> <p>To undertake any training and attend briefings provided by the Returning Officer as required.</p>