

Electoral Services Casual Elections Staff

Poll Clerk Job Description

The Polling Station Team

Polling stations are open from 7.00am until 10.00pm on Election Day. Staff are required to arrive at the polling station no later than 6.15am to set up the station and 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 all voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

The Poll Clerk

Poll Clerks work with and 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, Deputy Returning Officer or visiting officers;
- ensure that all electors are treated impartially and with respect;
- maintain the secrecy of the ballot.

Duties

Before Election Day:

- if required, attend any training sessions or briefings provided by the Electoral Services team;

Election Day:

Assist the Presiding Officer in carrying out the following:

- organise and set-up the layout of allocated room (this includes some lifting of polling booths);
- ensure the polling station is kept tidy;
- check and confirm voters' photo ID to determine whether they are entitled to vote (*new requirement for May 2023*);
- check and mark electors' electoral numbers on the polling station Register of Electors;
- complete the Corresponding Numbers List(s);
- issue ballot papers to voters
- ensure that voters cast their vote in secret and put them into the Ballot Box(es);
- provide assistance to voters, having particular regard to voters with disabilities;
- undertake any other polling station duties as instructed by the Presiding Officer.

Close of Poll:

- assist in dismantling of the polling station and ensure that the room is returned to good order.

Rates of Pay (subject to annual review)

Poll Clerk fee	£160.00
Attending online training session (if required)	£25.00
Attending in-person training session (if required)	£35.00
Travel expenses (per mile)	£0.45

You will be working a 16-hour day, so you must provide your own refreshments. Polling station staff are not permitted to leave the premises during the hours of poll (other than in an absolute emergency). The Presiding Officer will ensure that all staff take appropriate breaks throughout the day during quieter periods to avoid tiredness

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 issued with an agreement to maintain the secrecy of the poll.

**Electoral Services
Casual Elections Staff**

**Poll Clerk
Person Specification**

EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> • basic understanding of the election process 	<ul style="list-style-type: none"> • previous election experience

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> • excellent communication skills. • good personal presentation. • commitment to customer care. • good administration skills and attention to detail. • team player and a flexible attitude. • punctual and reliable. 	<ul style="list-style-type: none"> • able to lift polling booths/ballot boxes etc.

OTHER	
Essential	Desirable
<ul style="list-style-type: none"> • not have worked in support of a political party/candidate at the election, whether paid or unpaid. • not have been convicted of an offence under electoral legislation 	<ul style="list-style-type: none"> • use of car able to travel to the polling station.