Job Description - Poll Clerk

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 6:30am 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 Role
Poll Clerks assist the Presiding Officer in the conduct of the ballot in the polling stations. As Poll Clerk, you will be required to:
- Assist the Presiding Officer
- Comply with any instructions from the Returning Officer
- Ensure that all electors are treated impartially and with respect
- Maintain the secrecy of the ballot

Duties
Before Election Day
- Where applicable, attend training sessions and briefings provided by the Electoral Services office

On 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.

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 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 their agreement to maintain the secrecy of the poll.

Requirements
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
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid
Be willing to attend training/briefing sessions as required
Must not have been convicted of an offence under Electoral Legislation
Acceptance of Waiving of Working Time Directive for period of employment
Previous election experience desirable but not essential

Pay (2018) £150