

## Poll Clerk (PC) - Job Description

### **Purpose of the Polling Station Team**

The role of 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 7.00am until 10.00pm. On polling day, staff will be working a 16.5 hour day which includes setting up and closing down the polling station. 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.

**As a Poll Clerk you will assist the Presiding Officer in the conduct of the ballot in the polling station and will be expected to:**

### **Before Polling Day:**

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the statement of secrecy
- Attend any compulsory training sessions and briefings provided by the Electoral Services Office and read the polling station handbook provided.
- Your Presiding Officer will contact you prior to polling day – if they haven't, please contact them using the details in your appointment letter.
- Familiarise yourself with the location of your polling station and how you will get there on time.
- Assist with setting up the polling station the evening before the poll or on polling day before the poll opens as instructed by your Presiding Officer
- Comply with any instructions from the Returning Officer/Acting Returning Officer/Local Returning Officer/Counting Officer or appointed deputies.

### **On Polling Day**

- Arrive at the polling station no later than the time agreed with your Presiding Officer to ensure you are fully set up and ready to open for 7:00am.
- Dress in neutral colours & act impartially, respectful, helpful and with politeness and professionalism at all times. Conduct must be exemplary due to the high profile nature of elections
- Help with any polling duties on the instruction of the Presiding Officer, to include queue management, the receipt of postal votes and accompanying paperwork, the checking of acceptable voter ID, identity checking against the register and the issue of ballot papers
- Maintain the secrecy of the ballot and keep the polling station neat, tidy and secure at all times.
- At the close of poll, assist with the dismantling of the polling station and ensure the building is left in good order
- Assist with any other polling station duties on the instruction from the Presiding Officer

**In return, you can expect:**

- Detailed face to face training in your role and responsibilities
- Additional online training at national scale elections with access to the training module throughout the election period
- Full written instructions
- All stationery and equipment to carry out your duties
- Direct-line contact to the Elections Office who will assist with queries and advise on any contentious issues
- Payment to be made within four weeks of polling day into your nominated bank account

## **Personal Specification**

**Essential**

- Fully literate and numerate
- Good timekeeping
- Good communication skills
- Ability to carry out work as instructed
- Remain calm under pressure
- Attend all relevant training as necessary
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- Ability to work as a team
- Accuracy and attention to detail

**Desirable**

- Previous customer service experience
- Diplomacy and tact when working with members of the public
- Working knowledge of the electoral process

**Updated: January 2024**

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