

**Electoral Services**

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| **Job Description****Duties and Responsibilities** |
| **Poll Clerk** |
| Reports to | Presiding OfficerPolling Station Inspector |
| Days of Work | Election Day plus 1.5 hours |
| Hours of Work | 6.00am – 10.30pm  |
| Fee | See appointment letter |
| Purpose of the Job | * Complying with any instructions from the Presiding Officer and/or Returning Officer.
* Ensuring that all electors are treated impartially and with respect.
* Maintaining the secrecy of the ballot
* Helping maintain and control the number of electors in the polling station.
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| Responsibilities and Duties | **Before Polling Day*** Read any materials sent to you by the Elections Manager and/or Returning Officer
* Know how to get to the polling station you have been appointed to work.

**Polling Day*** Set up and organise the layout of allocated room (this includes some lifting of polling booths)
* Keep the polling station neat and tidy.
* Check and mark electors’ electoral numbers in the register of electors and on the corresponding number lists.
* Check that electors present an accepted form of photographic ID.
* Check an elector’s photographic ID in private if the elector requests it.
* Escalate to the Presiding Officer any instances where the elector’s photographic IS raises reasonable doubt as to whether the voter is the elector they claim to be or is reasonably suspected to be a forgery.
* Maintain the prescribed records relating to the checking of photographic ID.
* Record a tally on the Voter Identification Evaluation Form (VIDEF) notes sheet where a voter produces a Voter Authority Certificate or an Elector Document, as their accepted form of ID.
* Issue ballot papers to voters
* Ensure that voters cast their votes in secret and put them into the ballot box
* Any other polling station duties on the instruction of the Presiding Officer
* Keep the polling station neat and tidy.
* Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.

**Close of Poll*** Help with the dismantling of the polling station and ensuring the room is returned to good order.
* Assist the Presiding Officer with the loading of materials, ballot box that are to be returned to the Count Centre.
* Ensure that the Presiding Officer leaves the Polling station for the Count Centre.
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| **Person Specification** |
| **Qualifications, Knowledge, Experience and Skills** |
|  | Essential | Desirable |
| 1. Experience of working at a polling station
 |  | D |
| 1. Excellent customer service and interpersonal skills
 | E |  |
| 1. Team player with a flexible attitude.
 | E |  |
| 1. Ability to work calm under pressure
 | E |  |
| 1. Experience of working in a polling station
 |  | D |
| 1. Ability to remain politically neutral
 | E |  |
| 1. Punctual and reliable
 |  |  |
| 1. Able to lift Polling booths / ballot boxes, etc
 |  | D |

**General**

* You will be working a 17-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 read and agree to the terms of the Statement of Secrecy.
* All staff will be paid direct into their designated bank account on the 15th of the month following the date of the election. Full details will be included in the Job Appointment.