



Job Description

Poll Clerk

Polling Stations are open from 07:00 am until 10:00 pm. On election day staff are required to arrive at the polling station no later than 6:30 am to set up equipment. Staff are not permitted to leave the premises at any time during polling hours in order to maintain the secrecy of the vote.

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.

The Poll Clerk

Poll clerks assist the Presiding Officer in the conduct of the ballot in the polling stations.

Purpose of the Job

To assist the Presiding officer in the processes required by legislation, to issue ballot papers to electors in an assigned polling station.

Special Conditions

- This is a casual position for a single election
- Dress standard is smart but casual
- Polling commences at 07:00 am and finishes at 10 pm. Arrival at the polling station should be no later than 06:30 am.
- The post holder can, in certain circumstances, also be required to deliver items to the count venue following the close of poll.
- The post holder must not have helped or been employed in any way, either for or against, any candidate, election agent or political party involved with this election.

The Role

To assist the Presiding Officer in carrying out the following:

- Comply with any instructions issued by the Returning Officer

Duties

Before Election Day:

- Attend training sessions and briefing sessions provided by Electoral services.
- Read the handbook for Polling Station Staff and any other instructions issued by the Returning Officer

Election Day

Assist the Presiding Officer to carry out the following:

- Erect the polling booths. This involves some lifting.
- Prepare the polling station for the opening of poll
- Keep the polling station neat and tidy
- Check that electors are eligible to vote in the election and at your polling station
- Check and mark electors' electoral numbers in the Register of Electors
- Write the elector numbers against the ballot paper number in the corresponding number list
- Issue ballot papers to voters
- Ensure that voters cast their vote in secret and put them in the (correct) ballot box
- Be polite and professional in dealing with voters, candidates and agents and others entitled to be present in the polling station
- Act impartially at all times
- Maintain the confidentiality of the ballot at all times
- Any other polling station duties on the instruction of the Presiding Officer.

Close of Poll

- Any other polling station duties on the instruction of the Presiding Officer
- Help in the dismantling of the polling station and ensure the building is returned to good order

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council's Health and Safety rules and regulations and with Health and Safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.