

# Elections Staff - Job description

Poll Clerk	
<b>Responsible to</b>	Presiding Officer and the Returning Officer
<b>Rate of pay</b>	To be advised in appointment letter.
<b>Duration of role</b>	Temporary for one day plus training
<b>Hours</b>	6:30am – 10:30pm
<b>Location</b>	Allocated polling station – to be advised in the appointment letter.
<b>Employer</b>	Either: <ul style="list-style-type: none"> <li>Returning Officer (District and Parish Elections)</li> <li>Deputy Returning Officer (County Council Elections)</li> <li>Local Returning Officer (UK Parliamentary Elections)</li> <li>Counting Officer (Referendums)</li> </ul>
<b>DBS check required</b>	No
<b>Date job description updated</b>	For May 2024

## Purpose of the post

- To assist the Presiding Officer in the conduct of the ballot in the polling station.
- To comply with any instructions from the Presiding Officer.
- To ensure that all electors are treated fairly, impartially and with respect.
- Maintaining the secrecy of the ballot.

## Summary of responsibilities and personal duties

### Duties Before Election Day:

- Where applicable, attend compulsory training sessions and briefings provided by the Electoral Services team (online or in person).

### Polling Day:

Assist the Presiding Officer to carry out the following:

- Set up and organise the layout of allocated room (this includes some lifting and assembly of polling booths and furniture)

- Prepare the polling station for the opening of the poll at 7:00am
- 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.
- Check the photo ID of electors is valid and on the acceptable list, raising any concerns to the Presiding Officer.
- Ensure that any postal votes handed in are dealt with appropriately
- 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.
- Maintain a safe system of work at all times.

#### **Close of Poll:**

- Help in the dismantling of the polling station after the close of poll at 10:00pm and ensuring the room is returned to good order.

### **Special Conditions**

You will be working a 16 hour day in excess of the hours set out in the EU Working Time Directive.

You must provide all your own refreshments.

Polling station staff are not permitted to leave the premises during the hours of poll.

### **Person specification**

#### **Experience**

- None required as full training is provided, although previous election experience and an understanding of the election process is desirable.

#### **Skills/personal attributes**

- Numerate and literate.
- Keep calm under pressure.
- Excellent communication and customer service skills.
- Ability to explain procedures and remain politically neutral.
- Accuracy and excellent attention to detail.
- Punctual and reliable.

- Confidentiality.
- Good team player.
- Be physically fit and able in order to lift, carry and assemble polling station equipment.

#### **Essential requirements**

- 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 any election.
- The post holder must not have been convicted of an offence under electoral legislation.
- The post holder must read, accept and adhere to the terms of the Statement of Secrecy.
- In accordance with the Immigration, Asylum and Nationality Act 2006, the post holder must demonstrate that they are permitted to work in the UK (evidence will be required such as a passport showing that the post holder is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom).
- Understanding of the Working Time Directive and its impact on the post holder's average hours and rest breaks for the period of employment.

#### **Desirable requirements**

- The post holder to have the use of a car, which must be insured for commuting to and from your place of work, and for business use if transporting any election equipment.

#### **Version Control**

Reviewed for May 2024 SJB