

**Electoral Services
Election Staff**

Job Description

Poll Clerk

The polling station team

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.

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station sufficiently early to set up the equipment in time for opening. 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. 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

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

The Role:

To assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer
- Ensuring that all electors are treated impartially and with respect.
- Maintaining the secrecy of the ballot

Duties:

Before Election Day:

- Where requested, attend training sessions and briefings provided by the Electoral Services office.

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.

Payment

Payment will be made to the bank account you have designated.

The pay rate for this post is currently £130.00.

For Training - £35.00

Updated: September 2019

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