



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 7:00am until 10:00pm. 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 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 Polling Day:

- Where requested, complete training provided by the Electoral Services office.

Polling 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 electors have the appropriate photo ID or Voter Authority Certificate before voting.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding number 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:

- Assist with the removal of all election notices, equipment and stationery from the polling station, 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

You will receive a fee for carrying out poll clerk duties and an additional fee for completing the required training which will be paid to your designated bank account.

The fee amount will be on your appointment letter.

This information is provided for guidance only and may be subject to change.

