

## **Poll Clerk**

### **BACKGROUND**

The role of polling station staff is to ensure that voters are able to cast their vote in secret and free from influence. Both Presiding Officer and Poll Clerks should be able to carry out each other duties where necessary.

On the day of election, polling station staff must be on duty at their polling station from 6.15am until shortly after 10pm. All staff employed to work at a polling station must complete training before taking up their appointment.

### **POLL CLERK DUTIES**

- Comply with the instructions of the Returning Officer and the Presiding Officer
- Assist with the layout of the polling station and prepare the opening of the poll
- Be polite and professional and remain impartial at all times
- Check and mark the register to confirm that electors have voted
- On the corresponding numbers list, write the elector number against the relevant ballot paper number(s)
- Issue of ballot paper(s) to voters ensuring they bear the official mark
- Help electors to understand voter ID is required and advise on acceptable forms of ID
- Ask for and check voter identification before ballot papers are issued
- Enable electors to present their ID in private when requested
- Ensure that voters can cast their vote in secret and maintain the secrecy of the ballot
- Answer questions where appropriate in a friendly and professional way ensuring to be impartial at all times
- Ensure only those who are entitled to be in the polling station are allowed in.
- Assist the Presiding Officer with any other duties

### **ADDITIONAL INFORMATION**

- Must comply with the Notification of Secrecy (poll)
- Must not wear clothing that is in political colours
- Must remain impartial at all times
- Must not leave the polling station at any point during the day, therefore must ensure to bring enough food, drink etc for the duration of the 16 hours

### **FEES (FIXED RATE)**

Poll Clerk duties: £240

Mileage: 0.45p per mile

Training (face to face): £30

Training (online): £20

## **ESSENTIAL CRITERIA**

### **QUALIFICATIONS**

- No Qualifications required; online training will be provided.

### **EXPERIENCE**

- No previous experience required, online training will be provided.

### **SKILLS & PERSONAL ATTRIBUTES**

- Literate and Numerate
- Able to communicate clearly and effectively with a diverse range of people.
- Strive to deliver a consistently high quality service, with commitment to understanding and meeting customer's needs, in line with policies.
- Excellent customer focus
- Work co-operatively with colleagues and partners to develop good working relationships.
- By attending and completing training you will be able to demonstrate an understanding of your role within the Electoral process.
- Good administration skills and attention to detail
- High level of personal presentation and professional manner
- Punctual and reliable with good timekeeping
- Ability to work under pressure
- Ability to maintain confidentiality

### **OTHER**

- Must not have worked in support of a political party or candidate whether paid or unpaid
- Must be willing to attend training sessions as required
- Must be over the age of 18

## **DESIRABLE CRITERIA**

- A basic understanding of the election process
- Previous election experience
- Ability to lift heavy equipment including ballot boxes and polling booths
- Access to appropriate transport – to travel to and from polling venue

## **Presiding Officer**

### **BACKGROUND**

The role of polling station staff is to ensure that voters are able to cast their vote in secret and free from influence. Both Presiding Officer and Poll Clerks should be able to carry out each other's duties where necessary.

On the day of election, polling station staff must be on duty at their polling station from 6.15am until shortly after 10pm. All staff employed to work at a polling station must complete training before taking up their appointment.

### **PRESIDING OFFICER DUTIES**

- Liaise with the key holder for the polling station to view the polling station to familiarise yourself and to confirm arrangements for key collection/opening and closing of the building
- Make contact with the Poll Clerk(s) to check travel arrangements and to introduce yourself
- Collect and check the contents of the ballot box before poll at Stratford Park Leisure Centre
- Between collecting of the ballot box and polling day, ensure the ballot box is secure at your home and not left in cars to maintain the integrity of the poll
- Comply with any instructions issued by the Returning Officer regarding the election process
- Ensure the secrecy and security of the ballot
- Make sure the polling station is open at 7am and organise the layout of the station
- Open the polling station at 7am and close at 10pm
  
- Helping electors understand voter ID is required and advising on acceptable forms of ID
- Ensuring that voter identification is checked before ballot papers are issued
- Enable electors to present their ID in private when requested
- Refusing a voter ballot paper where you do not consider the ID to be a good likeness, or consider it to be a forgery
- Instruct and supervise the work of the Poll Clerks ensuring the corresponding numbers list and marking of the register is done correctly
- Maintain order in the polling station
- Be polite and professional and act impartial at all times
- Account and be responsible for all the ballot papers, paperwork and ballot box
- Ask the prescribed questions to voters where necessary, including when asked to do so by candidates or agents before the issue of a tendered ballot papers (ensuring to phone the elections office before issuing a tendered ballot)
- Ensure the proper procedure for voting is followed
- Ensure that issued ballot papers bear the official mark and are issue correctly and in order to eligible electors
- Receive any postal votes handed in to the polling station by electors

- Manage attendance of those entitled to be present in the polling station and ensure they do not interfere with the voting process
- Monitor the activities of tellers outside of polling station and ensure they do not interfere with the polling process
- Keep the polling station neat and tidy
- Ensure all notices in folder are displayed correctly around or outside of the polling station
- Deliver the ballot box and associated paperwork and equipment to the Count location at Stratford Park Leisure Centre

## ADDITIONAL INFORMATION

- Must comply with the Notification of Secrecy (poll)
- Must not wear clothing that is in political colours
- Must remain impartial at all times
- Must not leave the polling station at any point during the day, therefore must ensure to bring enough food, drink etc for the duration of the 16 hours

## FEES (FIXED RATE)

Presiding Officer duties: £316.20

Mileage: 0.45p per mile

Training (face to face): £30

## ESSENTIAL CRITERIA

### QUALIFICATIONS

- No Qualifications required; training will be provided.

### EXPERIENCE

- No previous experience required, training will be provided.

### SKILLS & PERSONAL ATTRIBUTES

- Literate and Numerate
- Able to communicate clearly and effectively with a diverse range of people
- Strive to deliver a consistently high quality service, with commitment to understanding and meeting customer's needs, in line with policies
- Excellent customer focus
- Work co-operatively with colleagues and partners to develop good working relationships.
- By attending and completing training you will be able to demonstrate an understanding of your role within the Electoral process
- Good administration skills and attention to detail
- High level of personal presentation and professional manner
- Punctual and reliable with good timekeeping

# **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Last Updated: July 2023**

- Ability to work under pressure
- Ability to maintain confidentiality

## **OTHER**

- Must not have worked in support of a political party or candidate whether paid or unpaid
- Must be willing to attend training sessions as required
- Must be over the age of 18
- Must have previous election experience

## **DESIRABLE CRITERIA**

- A basic understanding of the election process
- Ability to lift heavy equipment including ballot boxes and polling booths
- Access to appropriate transport – to travel to and from polling venue