



## Poll Clerk Job Description

### MAIN PURPOSE OF JOB

To assist the presiding officer in their duties and to assist with the effective and efficient running of the polling station.

### WORKING HOURS

**All elections-** 6:00am (to set up) 10:30pm (to tidy up)  
The Polling Station is open 7am-10pm

### MAIN DUTIES

- To assist in the organising and setting up of the polling station.
- Manage the numbers and flow of electors through the polling station as directed by the Presiding Officer.
- Responsible for checking/marking the register of electors and issuing ballot papers to those that are eligible to receive them.
- To assist the presiding officer in opening and closing of the polling station.
- To work in accordance with the legislation and regulations that are detailed in guidance notes provided in advance of the referendum.
- Ask for and check voter identification before issuing ballot papers.
- Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID.
- Ensuring electors are able to present their ID in private when requested.
- Support disabled voters use any special equipment or devices.
- Before Election day you must accept your appointment and read and agree to the terms of the Requirement of Secrecy.
- Before Election day you must provide proof of your UK work eligibility.

## Person Specification

- You must not take part in any campaigning activities at this referendum whether paid or unpaid
- To be able to communicate with the public effectively face to face, some of whom may be confused, distressed or aggressive.
- Must understand the value of teamwork, and own role as a team member.
- Must be able to follow instructions.
- Experience of working in a front -line service.
- Able to work unsociable hours.
- Previous experience of duties as a poll clerk, desirable but not essential.
- Is familiar with the basic requirements of personal safety.
- Must understand the need for confidentiality in areas of the job. Attention to detail is required.
- Must be able to attend a training session.
- Ideally will have your own transport so you can get to and from the polling station
- Ability to remain politically neutral.

### **Payment**

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.