



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 election.
- 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 election 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.