

JOB DESCRIPTION

POLL CLERK

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

You will be expected to:

- Attend a training session
- Assist setting up your polling station and leave the building in a neat and secure state
- Maintain the integrity and secrecy of the vote by:
 - ensuring that only eligible electors vote
 - ensuring that electors vote in secrecy and without influence
 - ensuring that ballot papers are issued in numerical sequence
 - ensuring that the register (and proxy list) is marked accurately and the corresponding numbers list is accurately completed
 - ensuring that ballot papers are placed in the appropriate station ballot box
- Complete the work assigned to you by your Presiding Officer
- Communicate with members of the public in a helpful, polite and professional manner.
- Assist in marking the register and any other paperwork as required
- Work subject to the Secrecy Requirements

In return, you can expect

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Polling Station Inspector
- Direct-line contact to the Elections Unit
- Contact from your Presiding Officer by the Thursday the week before the election to discuss arrangements for polling day.

Estimated work commitment

2 Hours Training Session
17 Hours on polling day

PERSONAL SPECIFICATION

POLL CLERK

DESIREABLE	ESSENTIAL
Previous customer-service experience	Fully literate and numerate with excellent attention to details
Experience of working at a polling station.	Good timekeeping
	Ability to carry out work as instructed, accurately even under pressure
	Ability to remain politically neutral
	Not connected to, nor will assist any candidate or political party at the election
	Diplomacy and tact when working with members of the public
	Physically able to lift and carry heavy equipment in accordance with manual handling advice

If you have any queries, please contact the elections unit on 01623 457321