

Role profile for a Poll Clerk

The Polling Station Team

The polling station team will be led by a Presiding Officer, who will be assisted by a minimum of one Poll Clerk (but generally more). The primary role of the team is to ensure that electors are able to cast their votes in secret, free from influence and in a calm atmosphere.

Polling stations are open to electors from 7.00am until 10.00pm, although staff are required to arrive by 6.15am in order to set up the equipment and prepare for the poll.

Each individual will work a minimum sixteen-hour day and will be required to waive their rights under the European Working Time directive. Breaks are not guaranteed and staff are not permitted to leave the premises during the 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, group or candidate at the election or has been found guilty of an electoral offence.

The Poll Clerk

Poll Clerks assist the Presiding Officer in the conduct of the ballot in the polling stations and must have a working knowledge of basic voting procedures.

The role

- To comply with any instructions from the Returning Officer;
- To comply with the lawful directions of the Presiding Officer;
- To assist with the administration of the voting process;
- To ensure that all electors are treated impartially and with respect;
- To maintain the secrecy of the ballot;
- To comply in delivering Voter ID support within the polling station.

Duties

Before polling day

- Read the polling station handbook;
- Attend training sessions as directed by Electoral Services;
- Where possible, to visit the polling station to ensure suitable facilities are in place;
- To liaise with the Presiding Officer in confirming arrangements.

Polling Day

- Erect the polling booths;
- Assist with organising the layout of the polling station, taking the needs of voters into account;
- Assist the Presiding Officer in ensuring the polling station is opened on time (7:00am);
- Assist in ensuring that all signs and instructions are clear, visible and remain in place;
- Keep the polling station neat and tidy;
- Undertake on rotation as instructed by the Presiding Officer Meet and Greet voters to check they have the correct ID;
- Check and mark electors' electoral numbers on the register of electors, corresponding numbers list and absent voting lists as required;
- Issue ballot papers;
- Ensure that electors cast their vote(s) in secret and put them in the (correct) ballot box(es);
- Provide assistance to voters where appropriate;
- Receive postal votes delivered by hand;
- Be polite and professional when dealing with visitors to the polling station and remain impartial at all times; and
- Assist with the monitoring of the activities of tellers and candidate/party supporters outside the polling station.

Additional new duties

- Asking electors to present their photo ID and understanding what constitutes a valid form of ID;
- Informing electors who do not have ID or do not have a valid form of ID what documents they need to return with in order to be issued with a ballot paper;
- Referring electors to the Presiding Officer, whose photo ID is not considered a good likeness, a potential forgery or who have failed to answer the photo ID statutory questions satisfactorily to the PO to determine;
- Where required, checking an elector's ID in private where this has been requested by the elector;
- Where requested by the PO, adding information to the
 - Voter Identification Evaluation Form [VIDEF]
 - Ballot Paper Refusal List [BPRL]

Close of Poll

- Assist in ensuring that the polling station is closed on time (or after the last elector in the queue at 10:00pm has voted) and ensure that no ballot papers are issued after this time;
- Dismantle the polling station and ensure the building is returned in good order;
- Assist with the completion and packing of paperwork in accordance with instructions given by the Presiding Officer; and
- Ensure the building is secured.

Please note that no guarantees can be given as to working location or colleagues. Staffing appointments will be made according to the needs of the election.

Person specification for a Poll Clerk

Essential	Desirable
<p>A working understanding of the electoral process (if appropriate, following training provided by the Returning Officer)</p>	<p>To have worked as a Poll Clerk at another local authority</p>
Skills/Personal Attributes	
<p>Excellent communication skills</p> <p>The ability to explain procedures to a variety of people</p> <p>High level of personal presentation and professional manner</p> <p>A commitment to customer care</p> <p>Good administration skills and attention to detail</p> <p>A team player with a flexible attitude</p> <p>Calm under pressure</p> <p>Punctual and reliable</p> <p>Able to lift ballot boxes</p> <p>Able to lift polling booths</p>	
Other	
<p>Must not have worked in support of a political party, electoral group, candidate or agent at the election, whether paid or unpaid</p> <p>Be willing to attend training sessions as required</p> <p>Must not have been convicted of an offence under electoral law</p> <p>Acceptance and adherence to the Requirement of Secrecy</p> <p>Acceptance of waiving rights under the European Working Time directive for the period of employment</p>	<p>Use of car</p>