

## POLL CLERK

### JOB DESCRIPTION

#### **PURPOSE:**

Poll Clerks assist the Presiding Officer to run the polling station. Help to set up polling station and assist in the issue of ballot papers enabling electors to cast their vote. Maintain the secrecy of the ballot.

#### **HOURS OF POLL:**

Polling Stations are open from 7am – 10pm. Staff are required to arrive at the Polling Station by 6.30am to set up the equipment

#### **PAYMENT:**

In the region of £117 with an additional payment for undertaking Training.

#### **MAIN DUTIES:**

- Attend a training session
- Assist setting up the polling station and ensure the building is returned to a neat and secure state (may require some lifting)
- Any polling duties as instructed by the Presiding Officer
- Deal with members of the public in a helpful, polite and professional manner.
- Issue Ballot Papers
- Check and mark the register and Corresponding Number List
- Adhere to the Requirements of Secrecy

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day. Polling station staff are not permitted to leave the premises during hours of poll.

### PERSONAL SPECIFICATION

DESIRABLE	ESSENTIAL
Previous customer service experience	Ability to carry out work as instructed, even under pressure
Experience of working at a polling station	Literate and Numerate
Diplomacy and tact when working with members of the public.	Good time keeping
	Ability to remain politically neutral
	Physically able to undertake the duties of the task(s) eg: lifting and carrying of equipment and setting up arrangement of the polling station

This is not a comprehensive list and is subject to change.