

## **ELECTORAL SERVICES - CASUAL ELECTION STAFF**

### **JOB DESCRIPTION – POLL CLERK**

#### **Hours of Poll**

Polling Stations are open from 7.00 am until 10.00 pm. On Election Day staff are required to arrive at the Polling Station by 6.15 am to help the Presiding officer set up the equipment. Staff are not permitted to leave the premises during polling hours in order to maintain the secrecy of the vote.

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

#### **The Poll Clerk:**

Poll Clerks assist the Presiding Officer in the conduct of the ballot in the polling stations.

#### **The Role:**

To assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer.
- Ensuring that all electors are treated impartially and with respect.
- Maintaining the secrecy of the ballot.

#### **Duties:**

##### Before Election Day

- Where applicable, undertake training provided by the Electoral Services Team.

##### Election Day

Help the Presiding Officer to carry out the following:

- Put up signs, statutory notices and instructions to voters and ensure these remain visible.
- Erect Polling Booths. This involves some lifting.
- Prepare the polling station for the opening of poll.
- Keep the polling station neat and tidy.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Any other polling station duties on the instruction of the Presiding Officer.

##### Close of Poll

- Help in the dismantling of the polling station and ensuring the building is returned to good order.

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during 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 or candidate at the election.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

## PERSON SPECIFICATION – POLL CLERK

EXPERIENCE	
Essential	Desirable
None	A basic understanding of the election process.  Previous election experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
<p>Good communication skills.</p> <p>Good personal presentation.</p> <p>A commitment to customer care.</p> <p>Good administration skills and attention to detail.</p> <p>A team player and flexible attitude.</p> <p>Punctual and reliable.</p>	<p>Ability to lift polling booths/ballot boxes etc.</p>

OTHER	
Essential	Desirable
<p>Must <b>not</b> have worked in support of a political party/candidate at the election, whether paid or unpaid.</p> <p>Be willing to attend or undertake any training/briefing sessions as required.</p> <p>Must not have been convicted of an offence under Electoral Legislation.</p> <p>Acceptance of Waiving of Working Time Directive for period of employment.</p>	<p>Access to transport to get to and from the polling station.</p>