

# **ELECTORAL SERVICES – CASUAL STAFF**

## **JOB DESCRIPTION – PRESIDING OFFICER**

### **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 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 Presiding Officer:**

Presiding Officers are responsible for the conduct of the ballot in the polling stations and they must have a good knowledge of the voting procedures.

### **The Role:**

- Comply with any instructions from the Returning Officer.
- To take charge of a polling station.
- To ensure that all electors are treated impartially and with respect.
- To maintain the secrecy of the ballot.
- To supervise the Poll Clerk(s) at the polling station.

### **Duties:**

#### Before Election Day

- Where applicable, attend training sessions and briefings provided by the Electoral Services Team.
- Liaise with contact persons for designated polling station before Election Day to confirm arrangements for key collection/opening and closing the building.
- In a multiple polling station, make contact with other Presiding Officer(s).
- Make contact with Poll Clerk(s) to check travel arrangements to and from polling station.
- Collect the Ballot Box and contents on collection and keep secure.

#### Election Day:

- Transport ballot box and contents to Polling Station.
- Erect polling booths. This involves some lifting.
- Organise the layout of the polling station taking all voter needs into account.
- Be aware of access issues at the polling station.
- Be responsible for health and safety at the polling station for all staff and visitors.
- Ensure the polling station is opened on time.
- Ensure that all signs, statutory notices and instructions are clear, visible and remain in place.
- Keep the polling station neat and tidy.
- Instruct and supervise the work of the Poll Clerk(s).
- Account for, and be responsible for, all ballot papers, issued and un-issued.
- 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.
- Provide assistance to voters where appropriate.
- Receive postal votes delivered by hand.
- Manage the attendance of those entitled to be present in the polling station, e.g. candidates, agents, representatives of the Electoral Commission and Observers, and ensure they do not interfere with the voting process.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Monitor the activities of tellers outside polling places.

#### Close of Poll

- Complete the ballot paper account(s) and associated paperwork, pack in accordance with instructions given by the Returning Officer.
- Ensure the polling station is closed on time.
- Supervise the dismantling of the polling station and ensure the building is returned to good order.
- Deliver the ballot box and associated paperwork to the Count location as as soon as possible after close of poll.

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.

#### **SUPERVISING PRESIDING OFFICER:**

In a multiple polling station, the Returning Officer may appoint a single Supervising Presiding Officer to oversee all staff/proceedings.

**ELECTORAL SERVICES  
CASUAL ELECTION STAFF**

**PERSON SPECIFICATION – PRESIDING OFFICER**

<b>EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
<p>A basic understanding of the election process.</p> <p>To have worked previously as a Poll Clerk on at least two occasions.</p>	<p>Experience in a range of elections e.g. local, Parliamentary or European.</p>

<b>SKILLS/PERSONAL ATTRIBUTES</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Excellent communication skills and 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 and flexible attitude.</p> <p>Calm under pressure.</p> <p>Punctual and reliable.</p>	<p>Ability to lift polling booths/ballot boxes etc.</p>

<b>OTHER</b>	
<b>Essential</b>	<b>Desirable</b>
<p>Must <b>not</b> have worked in support of a political party/candidate at the election, whether paid or unpaid.</p> <p>Must be willing to attend 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>Use of car able to carry ballot box(es) to and from the polling station/count location.</p>