

# Poll Clerk



## Job Description

<b>Job title:</b>	Poll Clerk
<b>Job type:</b>	Administrative
<b>Responsible to:</b>	Presiding Officer
<b>Responsible for:</b>	N/A
<b>Key responsibilities and activities:</b>	
<ul style="list-style-type: none"><li>• Ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere</li></ul>	
<ul style="list-style-type: none"><li>• Ask for and check voter identification before issuing ballot papers</li></ul>	
<ul style="list-style-type: none"><li>• Ensure electors understand the new voter identification requirements including what constitutes an acceptable form of ID</li></ul>	
<ul style="list-style-type: none"><li>• Ensure electors are able to present their ID in private when requested</li></ul>	
<ul style="list-style-type: none"><li>• Comply with any instructions from the Presiding Officer and/or Returning Officer</li></ul>	
<ul style="list-style-type: none"><li>• Ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote</li></ul>	
<ul style="list-style-type: none"><li>• Ensure the secrecy and security of the ballot</li></ul>	
<ul style="list-style-type: none"><li>• Liaise with members of the public in a helpful, polite, and professional manner</li></ul>	
<ul style="list-style-type: none"><li>• Support disabled voters use any special equipment or devices</li></ul>	
<b>Additional information:</b>	
<ul style="list-style-type: none"><li>• You must read and agree to the terms of the Requirement of Secrecy</li></ul>	
<ul style="list-style-type: none"><li>• You cannot be employed if you have carried out any duties on behalf of any candidate or political party at the election, including signing a candidate's nomination papers</li></ul>	
<b>Hours / days required:</b>	<ul style="list-style-type: none"><li>• Training – approximately 2 – 3 hours</li><li>• Polling day – approximately 16 hours (6.30am – 10.30pm)</li></ul>
<b>Based at:</b>	Any polling station within the area

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
<b>Skills and abilities</b>	Ability to carry out work as instructed, even under pressure	Experience of working at a polling station
	Ability to remain politically neutral	Diplomacy and tact when working with members of the public
	Good timekeeping	
	Literacy and numeracy skills	
<b>Knowledge</b>	Working knowledge of the electoral process	
<b>Other</b>	Ability to travel to polling station at the required times	