

# **NORTH NORFOLK DISTRICT COUNCIL**

## **ELECTORAL SERVICES - ELECTION STAFF**

### **Job Description For Poll Clerk**

#### **The polling station team**

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.

Polling Stations are open from 7.00 a.m. until 10.00 p.m. On polling day, staff are required to arrive at the polling station at least half an hour earlier to set up the equipment in time for opening.

In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

#### **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;
- To comply with all secrecy requirements.

#### **Duties**

Before Polling Day:

- Where requested, attend training sessions and briefings provided by Electoral Services. Full training in your role and responsibilities will be provided along with comprehensive written instructions;
- The training session will take 2 hours. You will also need to spend approximately 2 hours doing preparatory work for the poll.

Polling Day

Help the Presiding Officer to carry out the following:

- Erect cardboard polling screens;
- 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 proxy list) and on the corresponding numbers lists, ensuring they are accurately completed;
- Ensure that only eligible electors vote;
- Issue ballot papers to voters;
- Ensure that voters cast their votes in secret and without influence and put the ballot papers into the (correct) ballot box;
- Provide assistance to voters where appropriate;
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times
- Any other polling station duties on the instruction of the Presiding Officer.

- You will be visited by a Polling Station Inspector to ensure that the polling station is open and being operated efficiently.

#### Close of Poll

- Help in the dismantling of the polling station and ensuring the building is returned to good order;
- If required, help the Presiding Officer to pack up documents in accordance with instructions given by the Returning Officer.

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.

#### Payment

Payment will be made by cheque within 2 weeks of the election day. The pay rate for this post is likely to be not less than £115.

#### Personal Specification - Poll Clerk

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

*Updated: February 2011*

*This information is provided for guidance only and may be subject to change without notice.*