

Polling Clerk

Reports to: Presiding Officer

The Polling Station Team

Each polling station will have one Presiding Officer and at least one Poll Clerk. There may be more than one polling station at a venue.

The role of Polling Station team 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. (the hours of poll) and Presiding Officers manage the conduct of the poll in the Polling Station they are assigned to. You must arrive at your polling station no later than 6:30 a.m. to allow enough time to help assist with setting up your station.

Skills and Experience:

Essential

- Excellent customer service and interpersonal skills
- Ability to carry out work as instructed, even under pressure
- Experience of working as part of a team
- Good timekeeping

Desirable

- Experience of working at a Polling Station including voting process and procedures

Role:

Poll Clerks assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer
- Ensuring that all electors are able to cast their vote in a calm atmosphere while experiencing a high level of customer service
- Maintaining the secrecy of the ballot

Role Accountabilities:

Before Polling Day

- Your Presiding Officer will make contact with you

On Polling Day

- To assist the Presiding Officer in the running of the poll

- Ensure the Polling Station and polling booths are accessible to all voters throughout the day of poll
- Keep the Polling Station tidy and free from obstructions
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters when directed by the Presiding Officer, ensuring that they bear the official mark
- Ensure that voters are able to cast their vote in secret and they put them into the [correct] ballot box
- Answer voters' questions, when appropriate, in a friendly and professional way while remaining impartial at all times
- Any other Polling Station duties on the instruction of the Presiding Officer

Close of Poll

- Assist the Presiding Officer in packaging up of paperwork
- Help to dismantle the Polling Station and ensure the room is returned to good order

The Returning Officer is not permitted to employ anyone who is / or has carried out duties on behalf of any political party or candidates at the election.