



Poll Clerk Job Description

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

Duties

Prior to polling day:

- Attend a compulsory training session

On polling day:

- Prepare the polling station for the opening of poll, including erecting polling booths which will involve some lifting
- Keep the polling station neat and tidy
- Act impartially at all times
- Deal with members of the public in a helpful, polite and professional manner
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to eligible electors
- Ensure that voters cast their votes in secret and put them in the (correct) ballot box
- Help with any other polling station duties on the instructions of the Presiding Officer

Close of poll:

- Assist in the dismantling of the polling station ensuring the premises are returned to good order

Skills and competencies

- Ability to carry out work as instructed under pressure
- Fully literate and numerate with excellent attention to details
- Ability to be punctual and reliable
- Use of diplomacy and tact when working with members of the public
- Remain politically neutral at all times
- Able to attend training
- Be physically fit in order to lift and carry heavy polling station equipment
- Have the use of a mobile phone

Additional Information

- You will be working a 16 hour day, and you will not be permitted to leave your polling station at any time during hours of poll
- You cannot be employed for this position if you have/will carry out any duties on behalf of any political party or candidate (paid or unpaid)
- You will be required to sign a legal agreement to maintain the secrecy of the poll