

## **Presiding Officer Job Description**

Presiding Officers are responsible for the efficient conduct of the ballot in polling stations and should have a sound knowledge of the voting procedures.

### **Duties**

Prior to polling day:

- Attend compulsory training and briefing sessions
- Liaise with the caretaker or keyholder with regards to the opening and closing of the building
- Familiarise yourself with the location of your polling station
- Make contact with your Poll Clerk(s) to check travel arrangements to and from polling station
- Collect and securely store your ballot box, paperwork and associated sundries

On polling day:

- Comply with any instructions from the Returning Officer and the Electoral Services staff
- Arrive at your designated polling station by 06.30 to set up
- Organise and set up your polling station, including erecting polling booths which involves some lifting
- Ensure that all signs and notices are clear, visible and remain in place throughout the day
- Open the polling station on time (promptly at 07.00)
- Remain in the polling station during all hours of poll
- Keep the polling station neat and tidy
- Instruct and supervise the work of Poll Clerks
- Act impartially at all times
- Maintain order in the polling station, ensuring the requirements for secrecy and security are observed at all times
- Provide assistance to electors, agents and candidates in a polite and professional manner
- Account and be responsible for all the ballot papers, paperwork and ballot box(es)
- Ensure that the proper procedure for voting is followed
- Deal with special voting procedures
- Receive postal votes delivered to the polling station 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 accredited observers, ensuring that they do not interfere with the voting process



- Monitor the activities of tellers outside polling places

Close of poll:

- Close the polling station on time (10pm prompt)
- Supervise and assist in the dismantling of the polling station
- Ensure the premises are returned to good order
- Complete all paperwork accurately – including the ballot paper account
- Pack paperwork and equipment in accordance with instructions
- Deliver the ballot box and all official paperwork to the count venue

**Skills and competencies**

- Experience of having worked as a Poll Clerk
- Ability to work on own initiative and under pressure
- Supervisory experience
- Ability to be punctual and reliable
- Good communication skills
- Fully literate and numerate with excellent attention to detail
- Ability to remain politically neutral
- Access to own car (which must be roadworthy and insured for business use)
- Have a mobile phone that you can have switched on throughout polling day
- Able to attend both a training and briefing session
- Be physically fit in order to lift and transport your ballot box(es) and other polling station equipment

**Additional Information**

- You will be working a 16 hour day. 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