

# JOB DESCRIPTION



**Post Title:** Poll Clerk

**Responsible to:** Presiding Officer

**Rate of pay:** Variable based on poll type - example rate £220 for the day (including training fee)

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## **Main Purpose/Scope Of The Job**

- To assist and support the Presiding Officer in all aspects on the poll in the Polling Station, ensuring that all instructions issued by the Returning Officer are adhered to.

## **Key tasks/Accountabilities**

1. To liaise with their Presiding Officer prior to polling day to plan arrangements for day.
2. Be at the polling station by at least 6.30am to help with the setup and layout of the polling station in preparation for opening.
3. Write the correct ward and elector number on the Corresponding Number List (CNL) against the ballot paper number to be issued.
4. Ensure only one ballot paper is removed from the ballot book and passed to the Presiding Officer to issue.
5. Provide cover for the Presiding Officer when required.
6. Understand the acceptable forms of voter ID and ensure that voters present a valid, up-to-date form of photo identification in line with the 2022 Elections Act.
7. Assist the Presiding Officer in ensuring that voters cast their vote in secret and maintain the secrecy of the ballot at all times.
8. Answer voter's queries in an impartial, friendly and professional manner.
9. Treat all voters with respect and a consistently high level of customer service, regardless of individual characteristics.
10. Ensure the polling station is accessible to all persons and assist disabled members of the public with special equipment or devices where required.
11. Ensure the polling station is kept tidy at all time.
12. Remain at the polling station after the close of poll (after 10pm) to assist with the necessary close of poll procedures.
13. Carry out other polling station duties as required.

**The post holder will be expected to evidence appropriate levels of competence in the following areas:**

- Good communication skills and ability to follow strict instructions
- Good administration/organisational skills and attention to detail

- Good personal presentation and commitment to customer care
- Team player and flexible attitude
- Punctual, reliable and calm under pressure