

## **POLL CLERK Job Description**

### **MAIN PURPOSE OF JOB**

To assist the presiding officer in their duties and to assist with the effective and efficient running of the polling station.

### **MAIN DUTIES**

- To assist in the organising and setting up of the polling station.
- Responsible for checking/marking the register of electors and issuing ballot papers to those that are eligible to receive them.
- To assist the presiding officer in opening and closing of the polling station.
- To work in accordance with the legislation and regulations that are detailed in guidance notes provided in advance of the election.
- To receive training as required.

### **WORKING HOURS**

All elections                      6.15am (to set up) - 10.30pm (to tidy up)  
The Polling Station is open 7am to 10pm

## **Person Specification**

To be able to communicate with the public effectively face to face, some of who may be confused, distressed or aggressive.

Must understand the value of teamwork, and own role as a team member.

Must be able to follow instructions.

Experience of working in a front -line service.

Able to work unsociable hours.

Previous experience of duties as a poll clerk, desirable but not essential.

Is familiar with the basic requirements of personal safety.

Must understand the need for confidentiality in areas of the job.

Attention to detail is required.

Must be able to attend a training session.

Ideally will have your own transport so you can get to and from the polling station and assist the Presiding Officer returning the ballot boxes to the count venue if necessary.