

Electoral Services  
Casual Election Staff  
Presiding Officer Job Description and Person Specification

Polling Stations operate from 7.00am until 10.00pm. On Election Day staff are required to arrive at the Polling Station at 6.30am to set up the equipment. Staff are not permitted to leave the premises during Polling hours in order to maintain the secrecy of the vote.

The role of the polling station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

### **The Poll Clerk**

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

### **The Role:**

- To assist the Presiding Officer in carrying out the following:
- Comply with any instructions from the Returning Officer.
- Ensuring that all electors are treated impartially and with respect. To maintain the secrecy of the ballot.

### **Duties:**

#### Before Election Day

- Attend training sessions and briefings provided by the Electoral Services Office.

#### Election Day

Help the Presiding Officer carry out the following:

- Erect polling booths. This involves some lifting – the polling booths are wooden.
- Prepare the polling station for the opening of the poll
- Be aware of access issues at the polling station.
- Keep the polling station neat and tidy.
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists.
- Issue ballot papers to voters.
- Ensure that voters cast their vote in secret and put them into the (correct) ballot box.
- Any other polling station duties on the instruction of the Presiding Officer

Close of Poll

- Help in the dismantling of the polling station and ensuring the building is returned to good order.

Poll Clerks will work a 16 hour day, so they must provide their own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during the hours of poll.

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

All staff will be required to sign their agreement to maintain the secrecy of the poll.

**Person Specification – Poll Clerk**

Skills/Personal Attributes	
Essential	Desirable
<p>Good communication skills.</p> <p>Literate and Numerate.</p> <p>Good timekeeping.</p> <p>Ability to remain politically neutral.</p> <p>Physically able to undertake the duties of the task (lifting and moving ballot boxes and polling booths)</p> <p>Good administrative skills and attention to detail.</p> <p>Diplomacy and tact when working with members of the public.</p> <p>Team player with flexible attitude.</p>	<p>Basic understanding of the election process.</p> <p>Previous experience in a customer service environment.</p>
Other	
Essential	Desirable
<p>Must not have worked in support of a political party / candidate at the election, whether paid or unpaid.</p> <p>Must be able to travel to and from polling station.</p>	