

# Job Description

## Poll Clerk

<b>Team:</b>	Elections
<b>Responsible to:</b>	Presiding Officer
<b>Salary:</b>	£150 + £30 training + £5 mileage
<b>Location:</b>	Various locations across city.
<b>Working hours:</b>	Polling Station (6.30am - 10.15pm)

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### Job purpose and role

To assist and support the Presiding Officer in all aspects of the poll in the Polling Stations they have responsibility for, ensuring that all instructions issued by the Returning Officer are adhered to.

### Principal duties and responsibilities

- (1) To liaise with their Presiding Officer prior to polling day.
- (2) Be at the polling station at least 30 minutes before opening and assist with the setup and layout of the polling station in preparation for the opening of the polling station.
- (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 for issue.
- (5) Provide cover for the Presiding Officer when required.
- (6) Assist the Presiding Officer in ensuring that voters cast their vote in secret and maintain the secrecy of the ballot at all times.
- (7) Answer voters' queries in an impartial, friendly and business-like manner.
- (8) Ensure the polling station is kept tidy at all times.
- (9) Remain at the polling station at least 30 minutes after the close of poll to assist with the necessary close of poll procedures.
- (10) Clear and tidy the polling station area as instructed by the Presiding Officer.
- (11) Carry out any other polling station duties as required.

# Person Specification

## Poll Clerk

<b>Qualifications, Knowledge, Experience &amp; Skills:</b>	<b>Essential/ Desirable</b>
<ul style="list-style-type: none"><li>• Good communications skills and ability to follow strict instructions.</li></ul>	E
<ul style="list-style-type: none"><li>• Good personal presentation and commitment to customer care.</li></ul>	E
<ul style="list-style-type: none"><li>• Good administration/organisational skills and attention to detail.</li></ul>	E
<ul style="list-style-type: none"><li>• Team player and flexible attitude.</li></ul>	E
<ul style="list-style-type: none"><li>• Punctual and reliable.</li></ul>	E