

## **Job description:**

### **Poll Clerk**

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

#### **You will be expected to:**

- Attend a training session
- Assist setting up your polling station and leave the building in a neat and secure state
- Complete the work assigned to you by your Presiding Officer
- Deal with members of the public in a helpful, polite and professional manner.
- Assist in marking the register and any other paperwork as required
- Work subject to the Secrecy Requirements

#### **In return, you can expect**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Visiting Officer
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues
- Prompt payment after the election

#### **Estimated work commitment**

2 Hours Training Session  
17 Hours on polling day

**Personal specification:**

**Poll Clerk**

<b>Desirable</b>	<b>Essential</b>
Previous customer-service experience	Fully literate and numerate
Diplomacy and tact when working with members of the public	Good timekeeping
Experience of working at a polling station.	Ability to carry out work as instructed, even under pressure
	Ability to remain politically neutral