

JOB DESCRIPTION

Job Title: POLL CLERK
Accountable to: PRESIDING OFFICER, RETURNING OFFICER
Purpose of Job: To assist the Presiding Officer in the smooth running of the polling station and allowing registered electors to cast their votes.
<p>Principal Accountabilities:</p> <p>Poll Clerks do not have the responsibilities of the Presiding Officer, but they should know all of the procedures for voting and how to deal with any problems. The Poll Clerk's main duties are to:</p> <p><u>Before Election Day</u></p> <ol style="list-style-type: none"> 1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy. 2. Attend or undertake any compulsory training session or briefings provided by Electoral Services and read the polling station staff manual provided. 3. Your Presiding Officer will contact you prior to polling day – if they haven't please make contact with them, using the details provided on your appointment letter. 4. You must not be employed by or on behalf of any political party or candidate involved in this election, including in a voluntary/unpaid capacity. You must not sign a candidate's nomination papers. 5. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past. <p><u>Election Day</u></p> <ol style="list-style-type: none"> 1. You will be on duty from 6.30am (Polls open at 7.00am) until the close of poll at 10.00pm, although you will assist the Presiding Officer in closing the polling station before you leave. 2. You will not be permitted to leave the polling station while the poll is taking place. <p>You will be expected to:</p> <ol style="list-style-type: none"> 1. be at the polling station by 6.30am to assist the Presiding Officer in setting up the polling station, ensuring that it opens on time; 2. comply with the instructions of the Returning Officer and the Presiding Officer (you may be asked to work in an adjoining station);

3. assist with the layout of the polling station and prepare for the opening of the poll;
4. be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers;
5. act impartially at all times;
6. check that electors are eligible to vote in the elections and at this polling station;
7. check that electors present an accepted form of photographic ID;
8. check an elector's photographic ID in private if the elector requests it;
9. escalate to the Presiding Officer any instances where the elector's photographic ID raises reasonable doubt as to whether the voter is the elector they claim to be or is reasonably suspected to be a forgery;
10. maintain the prescribed records relating to the checking of photographic ID;
11. if required by the Returning Officer, record a tally on the Voter Identification Evaluation Form (VIDEF) notes sheet where a voter produces a Voter Authority Certificate or an Elector's Document, as their accepted form of ID;
12. check and mark voters' elector numbers in the register of electors;
13. on the corresponding number list (s), write the voter's elector number against the number of the ballot papers issued;
14. issue ballot papers to voters, ensuring that they bear the official mark;
15. ask the prescribed questions when directed to do so by the Presiding Officer;
16. ensure that voters cast their vote independently and in secret;
17. maintain the secrecy of the ballot at all times;
18. accept or reject postal votes handed in at the polling station and complete the postal vote handing in document accurately;
19. answer voters' questions, where appropriate, in a friendly and professional way;
20. assist the Presiding Officer to complete necessary procedures after the close of poll;

Help with any other polling station duties on the instruction of the Presiding Officer in some polling places, one or more Poll Clerks may act as greeters to meet electors as they enter.

Greeters can help voters understand what they need to do, including by explaining the requirements for photographic ID and, where there is more than one polling station in the premises, by directing electors to the correct polling station.

Payment

Payment will be made through the Council's outsourced third party payroll provider into your bank account on the date as advised on your appointment letter, or as soon as is practicable after the election.

Health and Safety

Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Risks involved are moving and setting up heavy equipment, driving in the early hours of the morning and again late at night after a long day.

Consenting to working during the hours of poll and in excess of the maximum working hours provided by the Working Time Directive.

Equality

The Returning Officer bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Returning Officer opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age.

No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.