



## JOB DESCRIPTION

<b>Job Title: POLL CLERK</b>
<b>Accountable to: PRESIDING OFFICER, RETURNING OFFICER</b>
<b>Purpose of Job:</b> To assist the Presiding Officer in the smooth running of the polling station and allowing registered electors to cast their votes.
<b>Principal Accountabilities:</b> <u>Before Election Day</u> <ol style="list-style-type: none"><li>1. Accept your appointment and read and agree to the terms of the Requirement of Secrecy.</li><li>2. Attend or undertake any compulsory training session or briefings provided by Electoral Services and read the polling station staff manual provided.</li><li>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.</li><li>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.</li><li>5. Provide documentary evidence to Electoral Services of your eligibility to work in the UK, if not provided in the past.</li></ol> <u>Election Day</u> <ol style="list-style-type: none"><li>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.</li><li>2. You will not be permitted to leave the polling station while the poll is taking place.</li><li>3. You will be expected to:<ol style="list-style-type: none"><li>(i) 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;</li><li>(ii) issue ballot papers to electors after you have asked them to confirm their name and address, and checked to make sure that they are registered there;</li><li>(iii) write the elector's number on the corresponding number list next to the number of the ballot paper to be issued to the elector. <b>YOU DO NOT</b> write</li></ol></li></ol>

- this number anywhere else;
- (iv) mark the register with a line between the number and their name to indicate that they have voted and been issued with a ballot paper;
- (v) act impartially at all times;
- (vi) maintain the secrecy of the ballot at all times;
- (vii) be polite and professional in dealing with voters, candidates and agents;
- (viii) help with any other polling station duties on the instruction of the Presiding Officer.

### Payment

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

**NB** The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### 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.

### 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.