

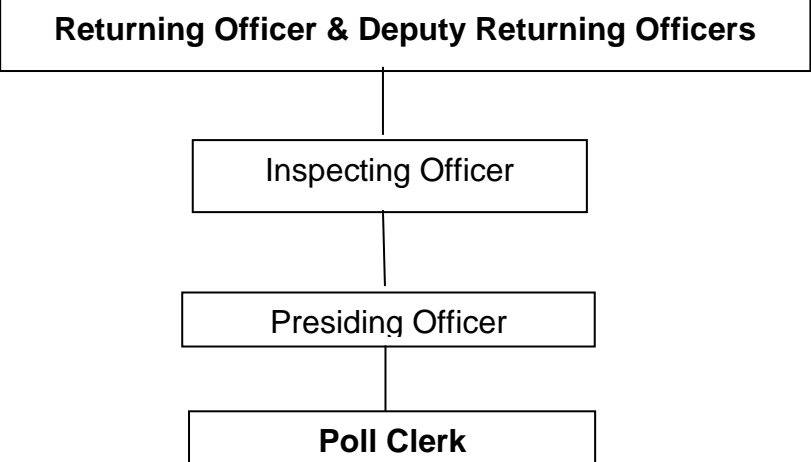
# Poll Clerk Job Description



RETURNING OFFICER APPOINTMENT OF STAFF		DESCRIPTION OF DUTIES AND RESPONSIBILITIES
<b>JOB TITLE: POLL CLERK</b>		
<b>REPORTS TO :</b>		Presiding Officer, Inspecting Officer, Deputy Returning Officer(s) and Returning Officer
<b>HOURS OF WORK:</b>  6.30am to 10.00pm on Election Day and remain until all closure arrangements have been completed (circa 10.30pm).		<b>FEE:</b> Set by Election Fees for the particular Election.  Circ: £130 plus mileage fee
<b>1.</b>	<b>Main Purpose of Job</b> <ul style="list-style-type: none"> <li>• Poll Clerks are appointed to support the Presiding Officer in the conduct of the ballot in the polling stations and are supervised in the tasks required during the day by the Presiding Officer.</li> <li>• Poll Clerks do not have the responsibilities of the Presiding Officer, but they must know all the procedures for voting and how to deal with any problems.</li> <li>• To maintain the secrecy and security of the ballot and to be the face of an efficient and democratic election process.</li> </ul>	
<b>2.</b>	<b>Core Requirements, Responsibilities and duties:</b>	
1	Not be related ( <i>in a relationship or blood relative etc</i> ) to any candidate standing for the election.	
2	Be aged 18 years of age or older.	
3	Not undertake any canvassing or work on behalf of any candidate or agent for the elections (whether paid or unpaid). Including subscribing to any nomination papers.	
4	Sign an appointment form to legally confirm eligibility to work for the Returning Officer. Acceptance of Waiving of Working Time Directive for period of employment.	
5	To have read and understood the statement of secrecy. Acceptance and adherence to the terms of Statement of Secrecy and social media policy. To enforce the requirements of regulation throughout the hours of poll	
6	If unable to attend the polling stations by 7am due to illness or emergency, contact Deputy Returning Officer and/or Presiding Officer as soon as you become aware that you can not attend.	

	7	Must comply with the Council's Officer Code of Conduct, health and safety, equalities and data protection obligations.
	8	Access to own car which is also insured for Business Use.
	9	Must not have been convicted of an offence under Electoral Legislation.
	10	Ability to remain politically neutral.
<b>Before Election Day</b>		
	11	Attend training session ( <i>lasts 90 minutes, for which a training fee is paid</i> ) by the Deputy Returning Officer or complete an online training course ( <i>takes approximately 15-30 minutes</i> ) and read the Polling Station manual provided.
	12	Liaise with your Presiding Officer with regards to travel arrangements, arrival at the polling station and closing the polling station.  Ensure you arrive for 6.30am to set up and prepare to open.
<b>Election Day</b>		
	13	Poll must begin at 7am and end at 10pm.
	14	Remain at the polling station for the entire hours of poll and ensure that the polling station is opened and closed on time.
	15	To assist the Presiding Officer in the set up and assembly polling booth(s) ( <i>Polling booths have an average weight of 22kg</i> ), other equipment ( <i>including ramps</i> ) and set the polling station up for use on polling day and dismantling at the end of the poll.
	16	Organise the layout of the polling station taking voter needs in to account. Be aware of any access issues at the polling station.
	17	Be polite and professional in dealing with voters, candidates and agents.
	18	Act Impartially at all times.
	19	Assist the Presiding Officer with the attendance of those entitled to be present in the polling station e.g. candidates, agents, Electoral Commission representatives and observers, and ensure they do not interfere with the voting process.
	20	Assist the Presiding Officer with the activities of tellers outside polling places.
	21	Answer voters' questions, where appropriate, in a friendly and professional way.
	22	Ensure that all signs and statutory notices are clearly displayed and remain in place. That no unsolicited material is left in the polling booths.  Be responsible for Health and Safety at the station for yourself and others.

23	Keep the polling station neat and tidy and ensure that the building is returned to good order at the end of the poll.
24	Help the Presiding Officer in the issuing of ballot papers to eligible electors
25	Check and mark each eligible electors' electoral number in the Register of Electors and on the corresponding number list.
26	Ensure that proper procedure for voting is followed and the secrecy of the vote is maintained in the polling station. (Voters can cast their votes in secret, free from influence and in a calm atmosphere). Ensure voters place their ballot paper(s) into the (correct) ballot box.
27	Ensure that proper procedure for voting is followed and the secrecy of the vote is maintained in the polling station.
28	Any other polling duties on the instruction of the Presiding Officer.
29	Deal with any special voting procedures and provide assistance to voters where appropriate.
30	Ensure the proper procedure for voting is followed such as providing assistance to voters who cannot read the ballot paper, providing assistance to people unable to vote unaided and voters assisted by a companion.
31	Issue ballot papers to eligible electors.
32	Not issue any tendered ballot papers without first calling the Elections Office.
33	Record the elector numbers on the corresponding number list. Mark elector's record on the Register of Electors as instructed.
34	Assist in the receipt and recording postal votes delivered by hand. <i>(Placed in the provided bag for collection by the Inspecting Officer or to take at the close of poll to the count venue).</i>
<b>Close of Poll</b>	
35	Ensure the polling station is closed on time at 10pm precisely, observing the queue procedure at the close of poll.
36	Dismantling of the polling station and ensure the room is returned to good order.
37	Failure to undertake part of the duty or requirement of the position is a breach of official duty and liable to prosecution under the Representation of the Peoples Act 1983 or other relevant act for the election employed is held.
<b>You may be required to perform additional duties not listed above which are</b> appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the Returning Officer's discretion to ensure service needs are met.	
<b>3</b>	<b>Payment of Fee</b> Payment will be made by BACS following the election.

4.	<p><b>Supervision/Management of People</b></p> <p>Number of staff reporting to jobholder and nature of supervision.</p> <p>Direct: None</p>
5	<p><b>Work Environment – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands:</b> Movement of moderate weight equipment, the paperwork required for running of the election process.</p> <p><b>Physical demands:</b> Setting up polling equipment (up to 22kg) with assistance from the Presiding Officer.</p> <p><b>Working conditions:</b> Election duties in a polling station involve working a 15 hour day. Venues used may require staff to dress appropriate to the weather conditions for the time of year.</p> <p>All venues provide kitchen and toilet facilities, unless informed otherwise, on site.</p> <p>Staff must take regular breaks, but are not permitted to leave the polling station except for the legal reasons detailed in the relevant act (fire or adjournment due to riots) at staggered times. There is no official closure for lunch or evening meals, the polling station must remain open for the full 15 hours to allow electors to vote.</p> <p><b>Work context:</b> Staff must be present in the polling station at all times, all refreshments must be taken along at the start of the day and regular breaks to avoid tiredness.</p>
6	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A[Returning Officer &amp; Deputy Returning Officers] --&gt; B[Inspecting Officer]     B --&gt; C[Presiding Officer]     C --&gt; D[Poll Clerk] </pre>
<p><b>PERSONAL SPECIFICATION POLL CLERK</b></p>	

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Must have a good awareness of the voting process, be willing to attend training provided by the Returning Officer and read the written manual provided.</li> </ul>	<ul style="list-style-type: none"> <li>• A basic understanding of the election process.</li> <li>• Previous election experience.</li> </ul>
<b>Skills/Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Good personal presentation.</li> <li>• A commitment to customer care.</li> <li>• Good administration skills and attention to detail.</li> <li>• A team player and flexible attitude.</li> <li>• Ability to work flexible hours (including night time) and locations.</li> <li>• Calm under pressure.</li> <li>• Good timekeeping.</li> <li>• Punctual and reliable.</li> <li>• Fully literate and numerate.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to lift polling booths/ballot boxes/ramps etc.</li> </ul>

**January 2017**

Returning Officer, Richmondshire District Council, Mercury House, Station Road,  
Richmond DL10 4JX

To be reviewed: **January 2019**