

The Poll Clerk

Poll Clerks assist the Presiding Officer in the conduct of the ballot at polling stations

The role:

To assist the Presiding Officer in carrying out the following:

- Comply with any instructions from the Returning Officer
- To ensure that all electors are treated impartially and with respect
- Notify the Presiding Officer immediately if you experience any difficulty complying with the required process for issuing ballot papers or for voters casting their votes

Duties

Before Polling Day:

- Read the polling station handbook
- Attend training sessions as directed by Electoral Services
- Ensure that you have been in contact with your Presiding Officer

Polling Day:

- Arrive by 6.15am or as directed by the Presiding Officer
- Erect polling booths
- Prepare the polling station
- Ensure the station is fully accessible to disabled voters
- Keep the polling station neat and tidy
- Check, mark, and enter voters' electoral numbers onto the corresponding numbers list
- Issue ballot papers
- Ensure that voters cast their vote in secret and put them in the ballot box
- Any other duties as directed by the Returning Officer

Close of poll:

- Help in the dismantling of the polling station and ensure the building is returned in good order
- Only leave the polling station when given permission to do so by the Presiding Officer

You will be working a sixteen-hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Your Presiding Officer will schedule your breaks to avoid peak times such as early morning, lunchtime, and early evening.

Polling staff are not permitted to leave the premises during the hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out paid or unpaid work on behalf of any political party, group, or candidate at the election.