

# Democratic Services | Job Description & Person Specification



## Job Identity

### Post Title: Polling Clerk (Temporary)

Location: As assigned

Report to: Presiding Officer

Responsible for: n/a

Grade: Pay as per Scale of Fees for the poll

## Job Purpose

To assist the Presiding Officer to ensure voters are able to cast their vote in secret, free from influence in a calm atmosphere. To be aware of procedures for electorate voting at a poll.

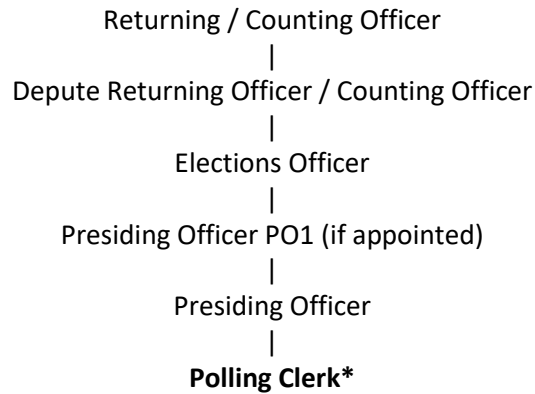
## Major tasks and duties

1. complete or attend training / briefing session(s) for the current poll
2. comply with Returning Officer's instructions
3. liaise with your assigned Presiding Officer in advance of the poll
4. assist where requested in the set-up of the Polling Station
5. be aware of access issues, keeping accesses clear
6. familiarise yourself with any special equipment or devices to help voters with disabilities
7. observe all health and safety arrangements in respect of staff, voters and visitors and be aware of manual handling
8. ensure voters can cast their vote in secret, free from influence and in a calm atmosphere
9. at a UK Parliamentary election:
  - ask voters to show their photo identification
  - check the photo is a reasonable likeness before issuing ballot papers
  - check voters' identification is on the approved list of acceptable ID
  - check and mark electors off in the polling station register and complete other official paperwork including the Corresponding Numbers List (CNL) and any other statutory paperwork
10. give voters ballot papers, checking the official mark and numbering, and make sure they put them into the ballot box
11. answer voters' questions concerning voting procedure, where appropriate, in a friendly and business like way
12. help voters where appropriate treating all electors with courtesy and respect
13. support disabled voters to use any special equipment or devices where appropriate
14. accept completed postal vote packs handed in at the polling station and complete associated paperwork
15. be polite and professional when dealing with all visitors to the Polling Station, remaining politically impartial at all times
16. keep the Polling Station neat and tidy
17. assist with any other duties on the instruction of the Presiding Officer
18. heed advice of the Polling Place Inspector during visits
19. once the polls have closed and all votes have been cast, assist in the dismantling of the Polling Station, leaving the room as you found it

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

## Reporting Relationships

This job is indicated by \*



## Person Specification

Personal Qualities, Experience and Qualifications:

- basic knowledge of the voting process
- ability to carry out work as instructed
- good communication skills
- commitment to customer care and equal opportunities
- diplomacy and tact when working with members of the public
- good administrative skills and attention to detail
- punctual and reliable, good standard of personal presentation
- no specific formal educational qualifications are required

Other Requirements:

- able to travel to your polling station at the required times
- must be able to sit for long periods on polling day at station
- must not have volunteered / worked in support of a candidate or referendum campaign
- refreshments and meals are to be taken without leaving the polling station
- must not wear party colours or emblems that might call into question impartiality