

Democratic Services | Job Description & Person Specification



Job Identity

Post Title: Polling Clerk (Voter ID Assistance) (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 that voters are able to cast their vote in secret, free from influence in a calm atmosphere. To be aware of procedures for the purposes of electorate voting at a poll.

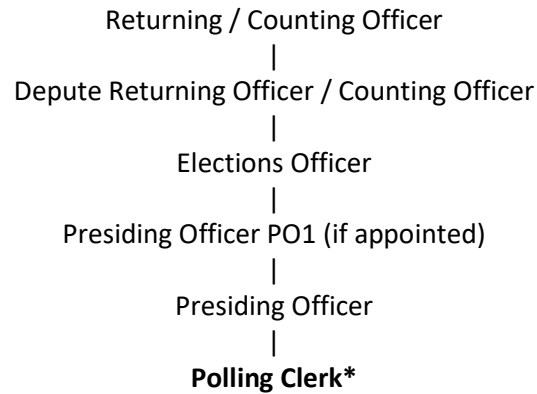
Major Tasks and Duties

1. attend training and any briefing sessions, and comply with Returning Officer's instructions
2. heed advice of the Polling Place Inspector during visits
3. liaise with your assigned Presiding Officer in advance of the poll
4. be aware of access issues, keeping access clear and familiarise yourself with any special equipment or devices to help voters with disabilities
5. observe all health and safety arrangements in respect of staff, voters and visitors and be aware of manual handling
6. ensure voters can cast their vote in secret, free from influence and in a calm atmosphere
7. at a UK Parliamentary election:
 - greet Voters on arrival and advise of new voter ID requirement
 - ask voters to show their photo identification
 - check the photo is a reasonable likeness before voting
 - check voters' identification is on the approved list of acceptable ID
8. 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
9. give voters ballot papers, checking the official mark and numbering, and make sure they put them into the ballot box
10. answer voters' questions concerning voting procedure, where appropriate, in a friendly and business like way
11. help voters where appropriate treating all electors with courtesy and respect, and support disabled voters to use any special equipment or devices
12. accept completed postal vote packs handed in at the polling station and complete associated paperwork
13. be polite and professional when dealing with all visitors to the polling station, remaining politically impartial at all times
14. keep the polling station neat and tidy
15. help with any other polling station duties on the instruction of the Presiding Officer
16. 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:

- 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 colours that might call into question impartiality. e.g. party colours