

Borough Council of King's Lynn and West Norfolk

Job Description for Poll Clerk

The Polling Station Team:

The role of Polling Station staff is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Polling Stations are open from 7.00am until 10.00pm. On polling day, staff are required to arrive at the polling station at least 45 minutes earlier to set up the equipment in time for opening.

In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff may not leave the premises during polling hours.

The Poll Clerk:

Poll Clerks assist the Presiding Officer in the conduct of the ballot in the polling station.

The Role:

To assist the Presiding Officer in carrying out the following:

- Comply with any instruction from the Returning Officer.
- Ensure that all electors are treated impartially and with respect.
- Maintaining the secrecy of the ballot.
- Comply with all secrecy requirements.

Duties:

Before Polling Day:

- Attend a training session provided by Returning Officer. Full training in your role and responsibilities will be provided.

Polling Day:

Help the Presiding Officer to carry out the following:

- Erect polling screens.
- Prepare the polling station for the opening of poll.
- Keep the polling station clean, neat and tidy.
- Check and mark elector numbers in the register of electors and on the corresponding numbers list, ensuring they are accurately completed, and on the proxy list.
- Ensure that only eligible electors vote.
- Issue ballot papers to voters.
- Ensure that voters cast their vote in secret and without influence and put the ballot paper(s) into the ballot box.
- Provide assistance to voters where appropriate.
- Be polite and professional when dealing with all visitors to the polling station and remain impartial at all times.
- Any other polling station duties on the instruction of the Presiding Officer.
- You will be visited by a Polling Station Inspector to ensure that the polling station is open and being operated efficiently.
- Assist the Presiding Officer to analyse Photo ID's for voters.

Close of Poll:

- Help in dismantling the polling station and ensure the building is returned to good order.
- If required help the Presiding Officer to pack up documents in accordance with instructions given by the Returning Officer.

You will be working at least a 16 hour day, so must provide your own refreshments and take appropriate breaks throughout the day, although polling station staff are not permitted to leave the premises during hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign an agreement to this effect. You must not wear any colours relating to any Political Party.

Personal Specification – Poll Clerk

Desirable	Essential
Previous customer service experience	Literate and numerate
Experience of working at a polling station	Good timekeeping
	Ability to carry out work as instructed, even under pressure
	Ability to remain politically neutral
	Diplomacy and tact when working with members of the public.
	Physically able to undertake the duties of the task.