

# Job Description: Poll Clerk

## Main Purpose of Role

To assist the Presiding Officer with the effective and efficient running of the Polling Station.

## Main Duties

- To assist in the organising and setting up of the Polling Station.
- Responsible for checking/marking the Electoral Register and issuing Ballot Papers to those who are eligible to receive them.
- To assist the Presiding Officer in opening and closing the Polling Station.
- To work in accordance with the legislation and regulations that are detailed in guidance notes provided in advance of the election.
- To receive training as required.

## Working Hours

- 6:30am (to set up) – 10:00pm. The Polling Station is open 7am – 10pm.

## Person Specification

- To be able to communicate with the public effectively face to face, sometimes under challenging circumstances.
- Must understand the value of teamwork, and own role as team member.
- Must be able to follow instructions.
- Experience of working in a front-line service.
- Able to work unsociable hours.
- Is familiar with the basic requirements relating to public and personal safety.
- Must understand the need for confidentiality in areas of the role.
- Attention to detail is required.