



POLL CLERK

JOB DESCRIPTION

Poll Clerk (Casual Election Staff)

The polling station team

Polling Stations are open from 7.00am until 10.00pm. On Election Day staff are required to arrive at the Polling Station at around 6.15am to set up the equipment. Staff are not permitted to leave the premises during Polling Hours in order to maintain the secrecy of the vote. The role of the polling station team is to ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

The Poll Clerk

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

The Role:

To assist the Presiding Officer in carrying out the following:

- Complying with any instructions from the Returning Officer
- Ensuring that all electors are treated impartially and with respect
- Maintaining the secrecy of the ballot

Duties & Responsibilities:

Before Election Day

- Contact your Presiding Officer to confirm arrangements for the day
- Read through the Handbook for Polling Station Staff with regard to conducting the poll on the day
- Complete and pass the online **Poll Clerk training module** by the required deadline
- Plan your transport to and from the polling station and have all food and drink needed for the day

Election Day

Help the Presiding Officer to carry out the following:

- Arrive at the polling station on time to help the Presiding Officer set the polling station up for the day (This may involve some lifting)
- Set up the polling station as directed by the Presiding Officer
- Before 7am ensure you are confident with the process for marking the register and issuing ballot papers, as instructed by your Presiding Officer
- Ask for and check voter identification before issuing ballot papers
- Write the elector number on the Corresponding Number List (CNL) against the ballot paper number to be issued
- Issue ballot papers to voters
- Ensure that electors are only given one ballot paper for each election or poll taking place on election day by checking the ballot paper number against the CNL each time one is issued, and make sure votes are placed into the correct ballot box
- Ensure that all electors are treated impartially and with respect
- Keep the secrecy of the ballot at all times including no commentary on social media
- Be polite and professional when dealing with all visitors to the polling station

- Provide cover for Presiding Officer and other poll clerks when required; all breaks should be taken during quiet periods
- Work as a team with other Poll Clerk(s) and your Presiding Officer
- Support the Presiding Officer to make sure that voters can cast their ballot in secret
- Any other polling station duties on the instruction of the Presiding Officer

Close of Poll

- Ensure that any voters in the queue at 10pm are able to cast their vote
- Help in the packing down of the polling station and ensuring the building is returned to good order
- Support the Presiding Officer in checking paperwork where requested
- Stay at the polling station until the Presiding Officer has completed all paperwork, the polling station has been made good and the building has been secured

You will be working a 16 hour+ day, so you must provide your own refreshments and take appropriate breaks throughout the day during quiet periods. Polling station staff must be available to work the full day and are not permitted to leave the premises during hours of poll. The Returning Officer is not permitted to employ anyone who has carried out duties on behalf of any political party or candidate at the election.

As well as the duties listed, you may be asked to take on other tasks appropriate with your pay level. All staff will be required to sign an agreement to maintain the secrecy of the poll.

PERSON SPECIFICATION

Criteria	Attributes
Experience	<p>Desirable</p> <ul style="list-style-type: none"> - Previous election experience working at a Polling Station - A basic understanding of the election process
Skills and Personal Attributes	<p>Essential</p> <ul style="list-style-type: none"> - Good communication skills and be willing to follow instructions - A professional manner and personal presentation - A commitment to customer care - Good administration skills and attention to detail - Calm under pressure and a flexible attitude - Punctual and reliable <p>Desirable</p> <ul style="list-style-type: none"> - Able to assist with the setup and pack down of the Polling Station. Some lifting may be required.
Other	<p>Essential</p> <ul style="list-style-type: none"> - Must not have worked in support of a political party/candidate at the election, whether paid or unpaid - Be willing to complete required Poll Clerk training - Must not have been convicted of an offence under Electoral Legislation - Acceptance of Waiving of Working Time Directive for period of employment - Be willing to share your contact phone number with other members of staff working at the same polling station - Able to travel to and from the Polling Station you are allocated

Please note the information provided in this Job Description is for guidance only and may be subject to change without notice.