

JOB DESCRIPTION

Job Title:	Poll Clerk
Section/Department:	Electoral Services
Responsible To:	Elections and Land Charges Team Leader and Presiding Officer on polling day

Purpose of the Post

To assist the Presiding Officer in the conduct of the ballot in the polling stations.

Polling stations are open from 07.00 – 22.00. On election day staff are required to arrive at the polling station by 06.30 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. You must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness.

Main Responsibilities:

To assist the Presiding Officer in carrying out the following:

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

Before Election Day

- Attend training sessions and briefings provided by the Electoral Services Team.

Election Day

Help the Presiding Officer to carry out the following:

- Erect polling booths (this involves some lifting).
- Prepare the polling station for the opening of poll.
- Keep the polling station neat and tidy.
- Check and mark electors' electoral numbers on the register of electors and on the corresponding numbers lists.
- Determine electors eligibility and issue ballot papers as required.
- Ensure that voters cast their votes in secret and put them into the (correct) ballot box.
- Any other polling station duties on the instruction of the Presiding Officer.

Close of Poll

- Help in the dismantling of the polling station and ensuring the building is returned to good order.

You may be required to perform additional duties not listed above which are appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the organisations discretion to ensure service needs are met.

PERSON SPECIFICATION – POLL CLERK

EXPERIENCE	
Essential	Desirable
None	<ul style="list-style-type: none">• A basic understanding of the election process.• Previous election experience.
SKILLS/PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">• Good communication skills.• Good personal presentation.• A commitment to customer care.• Good administration skills and attention to detail.• A team player and flexible attitude.• Punctual and reliable.	<ul style="list-style-type: none">• Ability to lift polling booths/ballot boxes etc.
OTHER	
<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 attend training/briefing sessions as required.• Must not have been convicted of an offence under Electoral Legislation.• Acceptance of Waiving of Working Time Directive for period of employment.	<ul style="list-style-type: none">• Transport