

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Poll Clerk

Responsible to: (Acting/Deputy/Local) Returning Officer

Job Objective: To assist the Presiding Officer in ensuring that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Main Duties & Responsibilities:

1. To assist the Presiding Officer in carrying out the following:
 - Setting up the polling booths.
 - Preparing the polling station for the opening of poll.
 - Keeping the polling station neat and tidy.
 - Checking and marking electors' electoral numbers in the register of electors.
 - If necessary, cover for the Presiding Officer and mark electors' electoral numbers on the corresponding numbers lists and issue ballot papers to voters.
 - Ensuring that voters cast their votes in secret and put them into the (correct) ballot box.
 - Complying with any instructions from the (Acting/Deputy/Local) Returning Officer.
 - Ensuring that all electors are treated impartially and with respect.
 - Maintaining the secrecy of the ballot.
 - Help in the dismantling of the polling station and ensuring the building is returned to good order.
 - Any other polling station duties on the instruction of the Presiding Officer.
2. To work subject to the Secrecy Requirements.
3. To attend training sessions and undertake online training as required by the (Acting/Deputy/Local) Returning Officer.