

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Poll Clerk

Responsible to: 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.

Polling stations are open from 7am until 10pm on election day. Staff are required to arrive at the polling station at 6.15am to set up the equipment. Staff are not permitted to leave the premises during polling hours to maintain the secrecy of the vote.

Main Duties & Responsibilities:

- To comply with any instructions from the Presiding Officer and/or Returning Officer.
- To ensure that all electors are treated impartially and with respect.
- To ensure the secrecy and security of the ballot at all times.

Before Polling Day

- To attend training sessions and undertake online training as required.

On Polling Day

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.
- Asking for and checking voter identification before ballot papers are issued.
- Ensuring that electors understand the new voter identification requirements including what constitutes an acceptable form of ID.

- Dealing with members of the public in a helpful, polite and professional manner.
- Helping 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.

You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.