

**Job description – Poll Clerk**

**Job Title:** Poll Clerk

**Job type:** Administrative

**Key responsibilities and activities:**

* Ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere
* Ask for and check voter identification before issuing ballot papers.
* Ensuring electors understand the new voter identification requirements including what constitutes an acceptable form of ID
* Ensuring electors are able to present their ID in private when requested
* Comply with any instructions from the Presiding Officer and/or Returning Officer.
* Ensure that all electors are treated with respect and receive the same experience wherever they are and whatever time they vote.
* You must always ensure the secrecy and security of the ballot.
* Deal with members of the public in a helpful, polite, and professional manner.
* Support disabled voters use any special equipment or devices.
* You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.

**Hours / days required:** Training – 1 - 2 hours; Polling day 6am – 11pm 17 hours

**Based at:** Any polling station within the area

**Person Specification:**

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| **Criteria** | **Attributes (Essential/desirable)** |
| **Knowledge** | **Desirable**Working knowledge of the electoral process |
| **Skills and abilities** | **Essential**Ability to carry out work as instructed, even under pressure**Desirable**Experience of working at a polling station |
| **Other** | **Essential**Ability to remain politically neutralGood timekeeping **Desirable**Diplomacy and tact when working with members of the public |
|  | **Essential**Able to travel to your polling station at the required times |