



Poll Clerk Job Description

Section/Department:	Electoral Services
Responsible to:	Presiding Officer

The Polling Station Team

Polling stations are open from 7.00 a.m. until 10.00 p.m. On election day staff are required to arrive at the polling station at 6.30 a.m. 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 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

Before Election Day

- Complete a training session which may be either online or in person

Election Day

Help the Presiding Officer to carry out the following:

- Set up and organise the layout of allocated room (this includes some lifting of polling booths)
- Keep the polling station neat and tidy
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to voters
- Ensure that voters cast their votes in secret and put them into the ballot box

Any other polling station duties on the instruction of the Presiding Officer

Close of the poll

Help in the dismantling of the polling station and ensuring the room is returned to good order

You will be working a 16 hour day, so you must provide your own refreshments and take appropriate breaks throughout the day to avoid tiredness. Polling station staff are not permitted to leave the premises during the hours of poll.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Poll Clerk Job Specification

Experience	
Essential	Desirable
None	A basic understanding of the election process Previous election experience

Skills/Personal Attributes	
Essential	Desirable
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	Able to lift polling booths/ballot boxes etc

Other	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid Must not have been convicted of an offence under Electoral Legislation Acceptance of Waiving of Working Time Directive for period of employment	Use of car to transport ballot box