



# ELECTION STAFF RECRUITMENT

## POLL CLERKS

Polling station staff are appointed by the Returning Officer, and are responsible for making sure that the proper procedures for voting are followed. They ensure that voters are able to vote in secret and in a calm atmosphere. All staff employed to work at a polling station must attend a training session before taking up their appointment.

### Polling station opening hours

Polling Stations will be open for voting from 7.00 am until 10.00 pm. Polling Station staff must be able to report to their polling station by 6.30 am at the latest and will be on duty until the polling station has been cleared up shortly after 10pm.

### Poll Clerk duties

Poll Clerks assist the Presiding Officer in the conduct of the ballot. They need to comply with any instructions from the Returning Officer, deal with electors and maintain the secrecy of the ballot.

Their main duties are:

- Attend a training session
- Help to set up the polling station under the direction of the Presiding Officer (this may involve some lifting)
- Check and mark electors' numbers in the Register of Electors and on the corresponding numbers list
- Issue ballot papers to voters
- Be polite and professional when dealing with electors, candidates or their agents and other visitors
- Work as part of a team
- Keep the polling station tidy
- Help to dismantle the polling station
- Any other duties as instructed by the Presiding Officer

### Person Specification

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

Skills/Personal Attributes	
Essential	Desirable
Good communication skills	Able to lift polling booths/ballot boxes etc
Good personal presentation	
A commitment to customer care	
Good administration skills and attention to detail	
Ability to carry out work as instructed, even under pressure	
A team player and flexible attitude	
Punctual and reliable	
Other	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid	None
Be willing to attend a training session	
Must not have been convicted of an offence under Electoral Legislation	
Acceptance of Waiving of Working Time Directive for period of employment	

### **In return, you can expect**

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Regular visits on polling day from a Deputy Returning Officer or Polling Station Inspector
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues

### **Estimated work commitment**

- 1 hour training session (only necessary for poll clerks acting for the first time)
- 17 hours on polling day

### **Fees**

No less than a fee of £135 + £6 travel expenses

## **Training**

Attendance at a training session is essential for first time poll clerks and a fee will be paid.

## **Impartiality**

All staff employed by the Returning Officer must be absolutely impartial and **must not** canvass for, assist or openly support a candidate or political party at election time.

## **Other information**

All staff at polling stations should provide their own refreshments and are not allowed to leave the polling station during the day.

All staff will be required to observe the secrecy of the poll.

If you are an employee of Adur and Worthing Councils you must ensure you have your line manager's permission to carry out election duties during your working hours.