

## Job Description: Poll Clerk

### Main Purpose of Role

- To assist the Presiding Officer with the effective and efficient running of the polling station.

### Main Duties

- To assist in the organising and setting up of the polling station.
- Responsible for checking/marking the electoral register and issuing ballot papers to those who are eligible to receive them.
- To assist the Presiding Officer in opening and closing the polling station.
- To work in accordance with the legislation and regulations that are detailed in guidance notes provided in advance of the election.
- To receive training as required.
- To facilitate the introduction of the Elections Act 2022, including Voter ID.

### Working Hours

- **You must be available for the full day of poll.**
- **You must also be available to attend a training session prior to polling day.**
- 6:30am (to set up) – 10:00pm. The Polling Station is open 7am – 10pm.

### Person Specification

- To be able to communicate with the public effectively face to face, sometimes under challenging circumstances.
- Must understand the value of teamwork, and own role as team member.
- Must be able to follow instructions.
- Experience of working in a front-line service.
- Able to work unsociable hours.
- Is familiar with the basic requirements relating to public and personal safety.
- Must understand the need for confidentiality in areas of the role.
- Attention to detail is required.

**Rate of Pay (subject to statutory deduction where applicable)**

Description of duty	Gross Amount
Poll Clerk	£187.20
Training Payment	£29.25

Mileage will be collected on the day of poll, please include your mileage for the training session you attend in this calculation. Travelling expenses will be calculated separately at the non-taxable rate of 45p per mile and is limited to 80 miles per day.