

# JOB DESCRIPTION



NORTH  
NORFOLK  
DISTRICT  
COUNCIL

## **Poll Clerk**

### **Service Area**

Electoral Services

### **Manager/Team Leader**

To the Electoral Services Team

The Presiding Officer and Polling Station Inspector (on Polling Day)

### **Direct reports**

N/A

### **Total Managed**

N/A

### **Purpose of the Role**

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

### **You will be expected to:**

- Attend a training session, either online or in person.
- Assist setting up your polling station and leave the building in a neat and secure state
- Help maintain a clean and safe polling station throughout the day.
- Complete the work assigned to you by your Presiding Officer, including meeting and greeting the public at the door and directing them in a safe and professional manner.
- Strictly maintain neutrality in terms of your political views and opinions and not engage in conversations of such nature.
- Deal with members of the public in a helpful, polite and professional manner.
- Request and confirm that voters have sufficient photographic identification which will be a legal requirement in order to vote at the elections in May 2023.
- To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions.
- Assist in marking the register and any other paperwork as required
- Work subject to the Secrecy Requirements

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

- Full training in your role and responsibilities
- Full written instructions
- All stationery and equipment to carry out your duties
- Visits on polling day from a Polling Station Inspector
- Direct-line contact to the Elections Office who will advise on any contentious issues
- Contact details for your colleagues
- Prompt payment after the election

**Estimated work commitment**

2 Hours Training Session

16 Hours on polling day