

## **ELECTORAL SERVICES CASUAL ELECTION STAFF**

### **JOB DESCRIPTION - POLL CLERK**

#### **Job Purpose:**

Poll Clerks assist and support the Presiding Officer in all aspects of the poll in the polling station, ensuring that all instructions issued by the Returning Officer are adhered to.

#### **Hours of Poll**

Polling Stations must open from 7.00 am until 10.00 pm. On Election Day staff are required to arrive at the Polling Station by 6.30 am to set up the equipment. Staff are not permitted to leave the premises during polling hours to maintain the secrecy of the vote.

The role of polling station staff is to ensure that voters can cast their vote in secret, free from influence and in a calm atmosphere.

#### **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

- Attend training session(s) and/or briefing(s) as directed the Electoral Services.

##### Election Day

Help the Presiding Officer to carry out the following:

- Put up signs, statutory notices and instructions to voters and ensure these remain visible
- Erect Polling Booths. This involves some lifting
- Prepare the polling station for the opening of poll at 7:00am
- Keep the polling station neat and tidy

- Check and mark electors' names and 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 (correct) ballot box
- Any other polling station duties on the instruction of the Presiding Officer

#### Close of Poll

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

Polling station staff are not permitted to leave the premises during hours of poll (7:00am and 10:00pm). You will be working in excess of 15.5 hours. You must provide your own refreshments and take appropriate breaks as directed by the Presiding Officer throughout the day.

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.

All staff will be required to sign their agreement to maintain the secrecy of the poll.

**ELECTORAL SERVICES  
CASUAL ELECTION STAFF**

**PERSON SPECIFICATION - POLL CLERK**

<b>EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
None	A basic understanding of the election process.  Previous election experience.

<b>SKILLS/PERSONAL ATTRIBUTES</b>	
<b>Essential</b>	<b>Desirable</b>
Good communication skills.  A commitment to customer care.  Good administration skills and attention to detail.  A team player with a flexible attitude.  Punctual and reliable.	Ability to lift polling booths/ballot boxes etc.

<b>OTHER</b>	
<b>Essential</b>	<b>Desirable</b>
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.  Be willing to attend training/briefing sessions and/or undertake online training as required.  Must not have been convicted of an offence under Electoral Legislation.  Acceptance of Waiving of Working Time Directive for period of employment.  Acceptance and adherence to the terms of Requirement of Secrecy.	Transport.