

EAST AYRSHIRE COUNCIL
POLLING CLERK JOB DESCRIPTION

Polling Clerks assist the Presiding Officer in the conduct of the Poll in the polling stations.

The role:

- Complying with any instructions from the Presiding Officer
- Ensuring that all electors are treated impartially and with respect
- Maintaining the secrecy of the ballot

Duties

Before Election Day

- Attend a training session provided by the Returning Officer

Election Day

- Assist with the set up and organise the layout of allocated room(s) (this includes some lifting of polling booths)
- Assist with keeping the polling station neat and tidy
- Check and mark electors' on the register of electors and on the corresponding numbers lists, in accordance with the proper procedures
- Ensure that voters cast their votes in secret and that voters can put their votes into the ballot box
- Any other polling station duties on the instruction of the Presiding Officer

Close of the poll

- Help in 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. Please note that not all polling places will have kitchen facilities. Polling station staff are not permitted to leave the premises during the hours of the 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.

All staff will be issued with an agreement to maintain the secrecy of the poll.

POLLING CLERK PERSON SPECIFICATION

EXPERIENCE	
Essential	Desirable
None	A basic understanding of election processes Previous election experience

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Good communication skills Good personal presentation A commitment to customer care Attention to detail 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 Be willing to attend training/briefing session as required Must not have been convicted of an offence under Electoral Legislation Must be eligible to work in the UK	