

JOB DESCRIPTION

POST TITLE	Poll Clerk
DEPARTMENT	Electoral Services
REPORTS TO	The Returning Officer, and their deputies for the London Borough of Southwark

PURPOSE OF THE JOB

Polling Station staff are employed by the Returning Officer at Parliamentary, Borough and GLA elections and referendums to work at polling stations across Southwark.

Poll Clerks ensure that voters are able to cast their vote independently, in secret, free from influence and in a calm atmosphere.

Poll Clerks are required to attend training ahead of polling day (2 hours) and work 6am - 10.30pm on polling day (16.5 hours). Polling station staff are not permitted to leave the polling station for any reason during the hours of poll.

RESPONSIBILITIES

- Comply with the instructions of the Returning Officer and the Presiding Officer
- Assist with the layout of the polling station and prepare for the opening of the poll
- Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers
- Act impartially at all times
- Check that electors are eligible to vote in the elections and at this polling station
- Check that electors present an accepted form of photographic ID
- Check an elector's photographic ID in private, if the elector requests it
- Escalate any instances where the elector's photographic ID raises reasonable doubt as to whether the voter is the elector they claim to be or is reasonably suspected to be a forgery to the Presiding Officer
- Maintain the prescribed records relating to the checking of photographic ID
- Record a tally on the Voter Identification Evaluation Form (VIDEF) notes sheet where a voter produces a Voter Authority Certificate or an Elector's Document, as their accepted form of ID
- Check and mark voters' elector numbers in the register of electors
- Record the voter's elector number against the number of the ballot paper issued on the corresponding number list
- Issue ballot papers to voters, ensuring that the ballot paper bears the official mark
- Ask the prescribed questions when directed to do so by the Presiding Officer
- Ensure that voters cast their vote independently and in secret
- Maintain the secrecy of the ballot at all times
- Answer voters' questions, where appropriate, in a friendly and professional way
- Support disabled voters to use any special equipment or devices.
- Comply with manual handling guidance when setting up and dismantling polling station equipment
- Assist the Presiding Officer to complete necessary procedures after the close of poll
- Help with any other polling station duties as instructed by the Presiding Officer
- Attend and complete all necessary training in advance of polling day, which may be in-person or online

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications:
A good understanding of the election process
Experience:
Experience of working with the general public
Aptitudes, Skills & Competencies:
Good literacy and numeracy skills, with excellent attention to detail
Ability to carry out work as instructed, even under pressure
Excellent timekeeping
Special Conditions of Recruitment:
Comply with and promote the Council's Equal opportunities policy. Individuals cannot be employed for election duties if they have carried out any duties on behalf of any political party or candidate at the election.