



Northumberland County Council

Job Description

Post:	Poll Clerk
Fee:	£196.80 (includes training & mileage allowance)
Responsible To:	Presiding Officer
Responsible For:	N/A

Main purpose of the Job

To assist the Presiding Officer in the processes required by legislation, to issue ballot papers to electors in an assigned polling station.

Special Conditions

- The post holder must not have helped or been employed in any way, either directly or indirectly, either for or against, any candidate, election agent or political party involved with this election
- Dress code is smart/casual
- Polling commences at 7.00am and finishes at 10.00pm. Arrival at the polling station should be no later than **6.15am**. You will need to assist the Presiding Officer to close the polling station. You will not be allowed to leave until the presiding officer departs the station.
- The post holder can in certain circumstances also be required to deliver items to the count venue, following the close of poll

Main Duties

- Attend a training session as instructed
- Comply with all health & safety and Covid guidance as issued by the Returning Officer
- Read the Handbook for Polling Station Staff and any other instructions issued by the Returning Officer
- Comply with any instructions issued by the Presiding Officer
- Assist with putting up the polling booths, organising the layout of the polling station and opening up on time
- Check that electors are eligible to vote in the election and at your polling station
- Check and mark electors' electoral numbers in the Register of Electors
- Write the elector numbers against the ballot paper number in the corresponding number list and issue ballot papers as necessary
- Make sure that voters can cast their vote in secrecy and that the secrecy of the ballot is not compromised
- Be polite and professional in dealing with voters, candidates and agents and others entitled to be present in the polling station
- Act impartially at all times

- Keep the polling station neat and tidy
- Assist the Presiding Officer to close and leave the polling station.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.