

## **Poll Clerk**

### **Band 3, Spinal Column Point 6**

#### **The polling station team**

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

Polling stations are open from 7am until 10pm. On polling day, staff are required to arrive at the polling station sufficiently early to set up the equipment in time for opening.

In order to maintain the secrecy of the vote and safeguard the integrity of the process, staff should not leave the premises during polling hours.

This role will be required to work at any polling station within West Suffolk.

#### **Key responsibilities and activities**

Ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere.

Ask for and check voter identification before issuing ballot papers.

Ensuring electors are able to present their ID in private when requested.

Comply with any instructions from the Presiding Officer and/or Returning Officer.

Ensure that all electors are treated impartially and with respect.

You must ensure the secrecy and security of the ballot at all times.

You must attend a training session (details of which are given with your appointment).

Deal with members of the public in a helpful, polite and professional manner.

You cannot be employed if you have carried out any duties on behalf of any political party or candidate at the election.

#### **Training**

You must complete training for every scheduled election that you work. Details of training are given with your appointment letter.

## Payment

You will be paid into your bank account on the tenth of the month following polling day.

The rate of pay for a Poll Clerk is £12.38 per hour (Band 3, Spinal Column Point 6, and the hours worked are calculated as follows:

Polling day (6am – 11pm)	17 hours
Total pay – 17 hours @ £12.38	<b>£210.46</b>
Training fee	<b>£30.00</b>
Mileage will be paid @ 45p per mile for the following journeys:  Home to polling station and return home or to the count venue if working at the verification or count (unless travelling with the Presiding Officer).	

## Person specification

### Poll Clerk

<b>Criteria</b>	<b>Attributes</b>
<b>Knowledge</b>	<b>Desirable</b> Working knowledge of the electoral process.
<b>Experience</b>	<b>Desirable</b> Experience of working at a polling station.
<b>Skills and abilities</b>	<b>Essential</b> Ability to remain politically neutral. Good timekeeping. Ability to carry out work as instructed, even under pressure.  <b>Desirable</b> Diplomacy and tact when working with members of the public.
<b>Other</b>	<b>Essential</b> Able to travel to your polling station at the required times.