

## Poll Clerk job description

Poll Clerks must assist the Presiding Officer in their polling station as required and help maintain an efficient voting process for voters.

Duties include:

- Assembling and disassembling the polling booths
- Helping prepare the polling station for opening at 7am
- Asking for, and checking, voter ID before issuing ballot papers
- Checking the register of electors to see if voters are eligible to vote at the election
- Checking the register of electors and marking elector numbers against the ballot paper number in the corresponding numbers list
- Issuing ballot papers to voters
- Dealing with members of the public in a helpful, polite, and professional manner
- Following any other instructions from your Presiding Officer



### Before polling day

Poll Clerks must either attend a training session delivered by the Elections team or complete an online training module which will be provided. You will be paid to do so.

It is also recommended they contact their Presiding Officer if they do not receive contact from them in the run up to the day of the election.

### On polling day

Polling stations are open from 7:00am – 10:00pm so we'd advise arriving just after 6:00am to help set up the station. Staff are not permitted to leave the premises at any time during polling hours, so we recommend that staff bring their own refreshments and take regular breaks throughout the day.

Staff should be aware that this role is a politically restricted post meaning you must not be employed by a candidate if you intend to work at an election. Staff should also wear neutral colours inside the polling station and should NOT discuss political views whilst working.

### Fee

You will be paid a minimum of £220 for the day, plus a £25 fee for attending/completing the training provided.

**\*Please note these fees are subject to change\***



## Get in touch!

If you are interested in working as a Poll Clerk at future elections, please contact [electoral.staffing@n-somerset.gov.uk](mailto:electoral.staffing@n-somerset.gov.uk) for more information.