

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
- Marking elector numbers against the ballot paper number on 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 given by 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 recommended that they contact their Presiding Officer at least one week prior to polling day.

On polling day

Polling stations are open from 7:00am – 10:00pm so we would advise arriving just after 6:00am (or as agreed with your Presiding Officer) to help set up the station. Staff are not permitted to leave the premises at any time during polling hours so we recommend 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 £208 for the day plus £25 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 for more information.