

# HERTSMERE BOROUGH COUNCIL ELECTORAL SERVICES

## Poll Clerk Job Description

### SPECIFIC DUTIES AND RESPONSIBILITIES

**Job Title:** Poll Clerk

**Job Purpose:** Assist and support the Presiding Officer in running the polling station effectively and efficiently.

**You must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity and you must not sign a candidate's nomination papers.**

#### 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.

#### Role of the Poll Clerk

Criteria	Attributes	Level
Knowledge	Working knowledge of the electoral process	Desirable
Experience	Experience of working at a polling station	Desirable
Skills and Abilities	Ability to remain politically neutral Ability to carry out work as instructed, even under pressure Diplomacy and tact when working with members of the public and maintain a helpful, polite and professional manner. Providing advice and assistance to support the accessibility of the poll.	Essential Essential Desirable Desirable
Time Keeping	Good timekeeping Able to travel to your polling station at the required times	Essential Essential
Privacy	Ensure that voters are able to cast their vote in secret, free from influence and in a calm atmosphere. Ensure the secrecy and security of the ballot at all times.	Essential Essential
Voter ID	Asking electors to present their photo ID and understanding what constitutes a valid form of ID;	Training will be

	<p>Informing electors who do not have ID, or do not have a valid form of ID what documents they need to return with in order to be issued with a ballot paper;</p> <p>Referring electors whose photo ID is not considered a good likeness, a potential forgery or who have failed to answer the photo ID statutory questions satisfactorily to the Presiding Officer (PO) to determine;</p> <p>Where required, checking an elector's ID in private where this has been requested by the elector;</p> <p>Where required by the PO, adding information to the Ballot Paper Refusal List (BPRL) and Voter Identification Evaluation Form (VIDEF);</p>	<p>given on new Voter ID rules</p>
Other	<p>Comply with any instructions from the PO and/or Returning Officer.</p> <p>You <b>MUST</b> complete a training session for every scheduled election that you work. Details of training is given with your appointment letter.</p> <p>You <b>CANNOT</b> be employed if you have carried out duties on behalf of any political party or candidate at the election.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p>

### Specific duties and responsibilities:

#### Before Election Day

1. Accept your appointment and read and agree to the terms of the Statement of Secrecy and Code of Conduct.
2. Attend any **COMPULSORY** training session and briefings provided by Electoral Services and read the polling station staff manual so you have an understanding of the process.
3. Contact Electoral Services if you have not heard from your Presiding Officer at least 5 days before the day of poll.

#### Election Day

1. You will be on duty from 6.15am (Polls open at 7.00am) until the close of poll at 10.00pm and be responsible for the opening and setting up of the polling station by 7.00am when the polls open. You cannot leave the Polling Station until instructed to by your Presiding Officer.
2. Leaving the Polling Station is only permitted at the discretion of your Presiding Officer, therefore please ensure you have your own refreshments with you before the day begins. Your PO will allocate breaks for you throughout the day.
3. You will be expected to:
  - Be at the polling station by 6.15am;
  - Assist your Presiding Officer to open and close on time, and organise the layout of the polling station keeping the polling station neat and tidy throughout the poll;
  - Ensure that the proper procedure for voting is followed **including the electors requirement to check voter ID**;

- Comply with secrecy requirements. You **must not** supply information in any format that may be disclosed and published externally;
- Assist in the process of checking the eligibility of electors, marking the corresponding number lists and issuing ballot papers to eligible voters;
- Act impartially at all times;
- Be polite and professional in dealing with voters;
- Ensure all signs and notices are clearly visible and remain in place;
- Any other polling station duties on the instruction of the Presiding Officer.

Signed: .....

Date: .....

February 2023

### **Privacy Statement**

We will only use the information given to us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that is it necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at [www.hertsmere.gov.uk/Your-Council/Democracy--Elections/Electoral-Services-Privacy-Notice](http://www.hertsmere.gov.uk/Your-Council/Democracy--Elections/Electoral-Services-Privacy-Notice) for further information relating to the processing of personal data. The Privacy Notice explains how the Data Controller will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.