

Job Description - Poll Clerk

Reports to: The Presiding Officer and the Deputy Returning Officer

Poll Clerks report to the Presiding Officer and are expected to be familiar with all the procedures for voting and how to deal with any problems.

Main Role & Responsibilities:

1. Comply with the instructions of the Returning Officer and the Presiding Officer
2. Assist with the layout of the polling station and prepare for the opening of the poll
3. Be polite and professional in dealing with voters, candidates and agents, representatives of the Electoral Commission and accredited observers
4. Act impartially always
5. Check that electors have appropriate photographic identification and are eligible to vote in this election
6. Check and mark electors' elector numbers in the register of electors
7. Write electors' electoral number against the number of the ballot paper issued in the corresponding number list
8. Issue ballot papers to voters, ensuring that they bear the official mark
9. Ensure that voters cast their votes in secret
10. Always maintain the secrecy of the ballot
11. Answer voters' questions in a friendly and professional way
12. Help with any other polling station duties on the instruction of the Presiding Officer
13. Assist the Presiding Officer to complete necessary procedures after the close of poll
14. Read and understand the [Polling Station Secrecy Requirements](#)

After the close of poll, Poll Clerks should take down all the signs and tidy the room. If instructed to do so, polling station staff may also be required to dismantle the polling station furniture and return it to its original state.

Useful web links:

- [Handbook for Polling Station Staff](#) (for polls before 1 May 2025)

Last updated: 12/02/2025

Person Specification – Poll Clerk

Experience	
Essential n/a	Desirable Previously worked in a customer service environment
Skills & Personal Attributes	
Essential - Good communication skills - Excellent personal presentation and a professional manner - A commitment to customer care - Good attention to detail - A team player and flexible attitude - Calm under pressure - Punctual and reliable	Desirable Ability to lift/carry polling booths, ballot boxes etc.
Other Requirements	
Essential - Must not have worked in support of a political party/candidate at the election, whether paid or unpaid - Be willing to attend training/briefing sessions as required - Must not have been convicted of an offence under Electoral Legislation - Agreement to waive the Working Time Directive for period of employment	Desirable n/a