

# Election staff job descriptions

This information is provided for guidance only and may change without notice.

## **Polling station staff**

Polling stations are open from 7am until 10pm, however staff must arrive at the polling station by 6.15am to set up the equipment in time for opening.

Polling station staff are not permitted to leave the premises during the hours of poll.

A presiding officer will be responsible for the management of the polling station and may also have responsibility for opening and closing the building.

Presiding officers must have previous poll clerk experience, be able to collect and transport the ballot boxes and have use of a mobile phone on polling day.

A poll clerk will assist the presiding officer to run the polling station.

The specific duties for polling station staff include:

### **Before polling day**

- complete relevant training and ensure you have read the manual and any instructions
- presiding officer will liaise with the polling station, confirm any arrangements and if necessary, arrange a visit
- presiding officer must contact the poll clerks to confirm arrangements
- presiding officer will collect the ballot box, ballot papers and paperwork from the elections office the day before poll and ensure it is kept securely throughout the process

### **Polling day**

- organise the layout of the polling station - please note erecting the polling booths involves lifting heavy objects
- check the access to the polling station, making sure the disabled access is suitable and well signposted
- ensure that there are enough signs and instructions for voters in appropriate places
- ensure the polling station is opened on time and is always kept tidy and accessible
- ensure that only eligible electors vote - this will include checking voter photo identification before issuing a ballot paper
- ensure that the register of electors and corresponding number list is marked accurately
- ensure ballot papers are issued in numerical order
- ensure that voters can cast their vote in secret without influence
- deal with all members of the public in a polite and professional manner and always remain impartial, providing appropriate assistance to voters when required
- presiding officer will have the final decision if a voter identification will be accepted

- presiding officer to manage the attendance of those entitled to be in the polling station (such as candidates and observers) and ensure they do not interfere with the voting process
- presiding officer to monitor the activities of tellers outside the polling station and report any misconduct to the Elections office

### **Close of poll**

- dismantle the polling booths safely, take down all notices and equipment, making sure it is clean and tidy before leaving
- pack up all the documents in accordance with the instructions - presiding officer to complete the ballot paper account and associated paperwork
- presiding officer to deliver the ballot box and associated paperwork to the count venue

## **Counting assistants**

Counting assistants will work in small teams to count the number of ballot papers in a ballot box, which will then be verified by the returning officer. Then the papers are sorted into votes for each candidate in the election and counted.

Counting assistants must be at the count venue by 9.30pm and stay until the count is over and the returning officer instructs that you can leave. The length of time a count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes, potentially past midnight. You will be given adequate breaks as necessary.

## **Postal voting assistants**

The purpose of the postal vote issuing and opening process is to ensure that electors who have chosen to vote by post, receive a postal voting pack with correctly numbered ballot papers and that returned postal votes are opened, checked and counted in a secure manner.

Attention to detail and concentration is a necessity when carrying out this job.

### **Postal vote issue**

As directed by a supervisor, clerks will work in teams to:

- read out the names and addresses on the issue list and record that the ballot paper has been issued
- read and check the number on the ballot paper, postal voting statement and envelopes matches the issue list and place all contents in the outer envelope
- undertake checks that all postal vote envelopes have the correctly named, addressed and numbered contents

The postal vote issue is usually done over 2 full days (although the second day could be shorter).

You will be given appropriate breaks as necessary and tea and coffee refreshments will be provided, but you must provide your own lunch.

### **Postal vote opening**

As directed by a supervisor, clerks will:

- count envelopes received

- open and check contents of envelopes
- open and count ballot papers (votes for candidates are not counted as part of this process)

Exact timings of the sessions are dependent on how many postal votes are returned, but you will be expected to stay until the supervisor instructs that you can leave which could be around 3pm to 5pm.

You will be given appropriate breaks as necessary and tea and coffee refreshments will be provided, but you must provide your own lunch.

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