Information on jobs for elections:

**Polling Station Staff**

Presiding Officer

As Presiding Officer you will be responsible for the management of your polling station. You will be responsible for assigning work to your Poll Clerk(s), ensuring the accurate delivery of the poll and accounting for all ballot papers. You will be responsible for collecting and delivering your ballot box. You may have responsibility for ensuring your polling building is open and closed on the day.

You will be expected to:

* Attend a training session
* Check arrangements for the opening and closing of your polling building and act as key-holder if necessary
* Collect your ballot box from your designated collection point
* Be responsible for setting up your polling station and leaving the building in a neat and secure state
* Be responsible for assigning work to your Poll Clerk(s)
* Deal with members of the public in a helpful, polite and professional manner.
* Preparing the ballot paper account
* Delivering the ballot box and all sundries back to the designated delivery point
* Work subject to the Secrecy Requirements

Poll Clerk

As Poll Clerk you will assist the Presiding Officer to run a polling station. You will help to set up polling station equipment, assist in the issue of ballot papers to members of the public, mark the electoral register and assist in the accurate completion of paperwork.

You will be expected to:

* Attend a training session
* Assist setting up your polling station and leave the building in a neat and secure state
* Complete the work assigned to you by your Presiding Officer
* Deal with members of the public in a helpful, polite and professional manner.
* Assist in marking the register and any other paperwork as required
* Work subject to the Secrecy Requirements

Poll Clerk Evening

As a Poll Clerk Evening your role will be the same as Poll Clerk, but you will be employed from 5:00pm until 10:00pm on Polling Day as this is the period that usually sees an increase of electors in the Polling Station casting their vote(s).

Polling Station Inspector

Polling station inspectors are responsible for ensuring that polling stations are open and operating in accordance with election rules and the instructions of the Returning Officer. They must have a good knowledge of the voting procedures and the ability to deal with and correct any problems or situations that arise. Own transport is essential.

You will be expected to:

* Comply with any instructions from the Returning Officer.
* To tour polling stations and report back as required.
* To ensure that all polling stations are open, correctly staffed and signed, with all equipment in place and that all functions of the polling station are correct.
* To maintain the secrecy of the ballot
* To assist the Returning Officer with the rectification of any operational problems and to distribute polling equipment and stationery if required.

**Verification & Count**

The purpose of the Verification/Count team is to open ballot boxes, ensure the contents agree with the Ballot Paper Accounts and then count the votes for each candidate in the election.

Verification and Count Assistant

You will be expected to:

* Sort and count ballot papers quickly and accurately
* Work as part of a team
* Follow instructions from your Senior Counting Assistant
* Recount ballot papers as required
* Undertake work at unsociable hours
* Work subject to the Secrecy Requirements

Verification and Senior Counter

The Verification and Senior Counter will be responsible for a team of varying size as designated by the Returning Officer. They will:

* Supervise the Verification procedure
* Allocate contents of ballot box to Verification and Count Assistants.
* Supervise the counting of the number of ballot papers.
* Agree figures with Verification Table
* Supervise re-counting of the contents if required.
* Count
* Allocate contents of ballot box to Verification and Count Assistants.
* Supervise the division of ballot papers into votes for individual candidates and counting them using the method designated by the Returning Officer.
* Advise figures to the Returning Officer or Deputy Returning Officer as instructed.
* Re-count if required.

Logistics Team

There are two teams employed for the verification and count. One team works from 4:00pm on the day of Poll to set up the verification and count centre. This role includes some heavy lifting of tables, chairs and equipment used throughout the evening/night of the verification and count processes.

The second team works to assist Presiding Officers with their ballot boxes and polling station sundries and equipment into the Verification and Count Venue, and once all Presiding Officers have returned their items, to work in the Verification and Count Venue with the ballot Box Registration Team to sort the returned sundries and equipment, and prepare them for return to the Town Hall.

**Postal Votes**

The purpose of the postal vote issuing/opening process is to ensure that electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, receive a postal voting pack with correctly numbered ballot paper(s), and that returned postal votes are opened, checked and tallied in a secure manner. Votes for candidates are NOT counted as part of this process.

Postal Vote Issue Clerk

As directed by a Postal Vote Supervisor, clerks will work in teams. They will:

* Check they have the correctly numbered ballot papers and postal packs against lists.
* Put ballot paper(s) into the envelopes
* Record numbers
* Seal and count envelopes
* Work subject to the Secrecy Requirements.

For full-day sessions: you will be given appropriate breaks; you must provide

your own lunch; refreshments will be provided.

Postal Vote Opening Clerk

You will be expected to:

* Open, count and sort postal votes quickly and accurately
* Work as part of a team
* Follow instructions from your Postal Vote Opening Supervisor
* Recount postal votes as required
* Work subject to the Secrecy Requirements