

## **Flying Poll Clerk Job Description**

Flying Poll Clerks have the same responsibilities as ordinary Poll Clerks in that they assist the Presiding Officer in the efficient conduct of the ballot in polling stations. However, unlike ordinary Poll Clerks, flying Poll Clerks are not designated to a specific polling station and will only work from 17.00 – close of poll. The location of the polling station you will be asked to work at may only be confirmed on the day of poll, so it is essential that you can be flexible in your approach.

### **Duties**

Prior to polling day:

- Attend a compulsory training session

On polling day:

- Keep the polling station neat and tidy
- Act impartially at all times
- Deal with members of the public in a helpful, polite and professional manner
- Check and mark electors' electoral numbers in the register of electors and on the corresponding numbers lists
- Issue ballot papers to eligible electors
- Ensure that voters cast their votes in secret and put them in the (correct) ballot box
- Help with any other polling station duties on the instructions of the Presiding Officer

Close of poll:

- Assist in the dismantling of the polling station ensuring the premises are returned to good order

### **Skills and competencies**

- Ability to carry out work as instructed under pressure
- Fully literate and numerate with excellent attention to details
- Ability to be punctual and reliable
- Use of diplomacy and tact when working with members of the public
- Remain politically neutral at all times
- Able to attend training
- Be physically fit in order to lift and carry heavy polling station equipment
- Have the use of a mobile phone

### **Additional Information**

- You cannot be employed for this position if you have/will carry out any duties on behalf of any political party or candidate (paid or unpaid)



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- You will be required to sign a legal agreement to maintain the secrecy of the poll
- You must be able to be flexible in terms of the location and timing of where you will be working and you will need to have your own transport