

**ELECTORAL SERVICES
CASUAL ELECTION STAFF**

JOB DESCRIPTION – Postal Vote Opening Assistant

The Role:

Postal vote opening assistants are employed over a number of full/half day sessions (paid at an hourly rate) leading up to the election and are responsible for opening, checking and preparing completed postal votes in a secure manner for counting after the close of Poll. As these sessions will be carried out before the close of poll, ballot papers will be opened face down so votes for candidates will not be visible. Votes for candidates are not counted as part of this process. However, your work may be observed by candidates or their agents.

Sessions may be extended or curtailed subject to the requirement of the service. You will be given appropriate breaks and you must provide your own refreshments (including lunch). If there is an oversubscription of applications, priority will be given to applicants who are available to work all or most of the sessions to aid consistency.

The role of a postal vote opening assistant is not difficult, but the greatest of care must be taken to ensure that mistakes are not made and the process is carried out securely and accurately.

They must:

- Provide electoral services with payment details and proof of identity and eligibility to work in the U.K. if requested.
- Attend training if required
- Have read and agreed the secrecy requirements
- Act impartially at all times and respect confidentiality and material handled
- Refrain from engaging in conversations with candidates and agents

Duties:

Principal Responsibilities and Accountabilities

1. Count envelopes received
2. Open and check contents of envelopes
3. Count ballot papers received (ballot papers to be kept face down at all times)
4. Work quickly and accurately
5. Fill in required paperwork accurately
6. Follow instructions from your postal vote opening supervisor
7. Work as part of a team
8. Assist with clearing up after completion of the opening if required
9. Carry out any other postal vote opening duties as required

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PERSON SPECIFICATION – CANVASSER

EXPERIENCE	
Essential	Desirable
None	Understanding of postal vote procedures

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none">• Fully literate and numerate• Accuracy and attention to detail• Punctual and reliable• Ability to carry out work as instructed and under pressure• Remain impartial at all times• Ability to work as part of a team	

OTHER	
Essential	Desirable
<ul style="list-style-type: none">• Not connected to, nor will assist any candidate for party at the election (paid or unpaid)• Not have been convicted of an offence under Electoral Legislation	