

ELECTIONS OFFICE

BALLOT BOX RECEIPTING OFFICER - JOB DESCRIPTION

RECEIPTING OF BALLOT BOXES

The receipting of Ballot Boxes will take place at Keele Sports Centre, Keele University, Newcastle-under-Lyme, Staffordshire, ST5 5BG, commencing at 10.00 pm and you should arrive no later than 9.45 pm.

The length of time the receipting of boxes will take will depend on the time it takes all of the ballot boxes to reach the Count Centre. You will also be required to assist with bag bursting following the completion of ballot box receipting. You must be prepared to stay as long as it takes and you may be required to into the early hours of the morning. You will be given adequate breaks and refreshments such as tea and coffee will be provided.

The Deputy Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any Candidate for the Election. By accepting this appointment you agree to maintain the secrecy of the poll.

BALLOT BOX RECEIPTING OFFICER ROLE

The Ballot Box Receipting Officers are responsible for receiving and checking in all ballot boxes, ballot paper accounts, postal votes delivered to the polling stations and associated parcels from Presiding Officers.

DOs AND DON'Ts

- Don't forget to bring your appointment letter with you to gain access to the Count Centre.
- Dress appropriately as you will be representing public service at its best.
- Do not wear colours that could strongly associate you with any political parties.
- Ensure that you have your mobile phone switched off whilst in the Counting Hall.
- Smoking is strictly prohibited anywhere in the Count venue.
- Personal belongings should be kept to a minimum and placed under the count table.
- Do wear your wristband and tabard at all times.

To undertake these duties satisfactorily, Ballot Box Receipting Officer must:

- Have read and agreed to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with any observers or the media.

DUTIES

1. To record the receipt of each ballot box, ballot paper account, postal votes delivered to polling stations, and other packets in relation to your table and related parcels.
2. To direct Presiding Officers to correct any anomalies on arrival.
3. To direct Runners to distribute the ballot box, ballot paper account, postal votes received at polling stations and related parcels to the appropriate locations within the hall.
4. After all boxes have been received, report to the Zone Supervisors to undertake further duties if required.
5. Ballot Box Receipt staff will be advised when they may leave.