

POSTAL VOTE OPENING CLERK Job Description

MAIN PURPOSE OF JOB

To ensure that the postal vote packs returned by electors that have chosen to vote by post are opened, checked and counted in a secure manner.
(Votes for candidates are NOT counted as part of this process).

WORKING HOURS

To be available over a number of sessions in the week up to the election. Details to be provided nearer the time. Usually sessions are from 9.30am – 1.00pm and 2.00pm to 5.00pm. This may include weekends and bank holidays. Sessions may be extended or curtailed subject to the requirements of the service.

MAIN DUTIES

- Count the envelopes received
- Open and check the contents of the envelopes
- Count the number of ballot papers received.
- If required, scan documents onto the PC and electronically check data (full instructions and training will be given)

Person Specification

Requires good numeric skills, along with visual accuracy and attention to detail.

Ability to follow instructions accurately.

Ability to handle and count large volumes of confidential papers.

Able to work under pressure.

Flexible approach to duties and working hours.

Ability to remain politically neutral.