

POSTAL VOTE OPENING SUPERVISOR 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

- To oversee the work of the postal vote opening clerks.
- Assist the DRO to set up if required.
- Allocate duties to the clerks
- To keep a record of the number of envelopes received and the number of ballot papers that are to be delivered to the count.
- If required, scan documents onto the PC and electronically check data (full instructions and training will be given)
- Any other duties as directed by the DRO.

Person Specification

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

Good communication skills

Previous experience as a postal vote clerk.

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.