

Electoral Services Election Staff

Job Description Postal Vote Assistant

The postal vote opening team

The purpose of the postal vote opening process is to ensure that electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, receive a postal voting pack with correctly numbered ballot paper(s), and that returned postal votes are opened, checked and tallied in a secure manner. Votes for candidates are NOT counted as part of this process.

Teams of assistants are employed either for a full day or half day in the days leading up to the day of election. These will be on days and at times as designated by the Returning Officer.

Main Responsibilities

The role of the Postal Vote Clerk is not difficult, but the greatest of care has to be taken to ensure that mistakes are not made.

They must:

- attend training if required
- have read and agree 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 candidates or agents (at opening sessions).

Duties: Postal Opening

As directed by a Supervisor, clerks will work in teams. They will:

- count envelopes received
- open and check contents of envelopes
- may be required to check data against a computer screen (instructions given)
- tally the number of ballot papers received.

Payment

Payment will be made to a designated bank account at the end of June. The pay rate for this post is £11 per hour. If you are appointed for the evening session on election day that may go into the early hours of the following day, you will be paid £15 per hour.

Updated: February 2020

Postal Vote Assistant JD

This information is provided for guidance only and may be subject to change without notice.