

ELECTORAL SERVICES CASUAL ELECTION STAFF

JOB DESCRIPTION – POSTAL VOTE OPENER

Job Purpose:

The purpose of the postal vote opening process is to ensure that returned postal votes are opened, checked and counted in a secure manner.

Note: Votes for candidates are NOT counted as part of this process.

Postal Vote Opener:

Must:

- Have read and agree to the terms of the Requirement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents, councillors or guests.

Duties:

As directed by a supervisor (Senior Postal Vote Opener or Postal Vote Opening Supervisor), they will:

- Count, Open and check returned postal votes
- Count the number of ballot papers received
- Any other duties requested by the postal vote supervisor

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

Due to the nature of the job, there may be occasions where appointed staff are not required to work the full day shift. In these instances, staff must return to their normal place of work.

Shift length will vary depending on the volume of postal votes received each day. On election day the evening shift is expected to continue past midnight and may continue overnight.

PERSON SPECIFICATION – POSTAL VOTE OPENER

EXPERIENCE	
Essential	Desirable
None	Previous postal vote processing experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Numerate Accuracy and attention to detail Ability to follow instruction Punctual and reliable Calm under pressure	

OTHER	
Essential	Desirable
<p>Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.</p> <p>Be willing to attend training/briefing sessions, as required.</p> <p>Must not have been convicted of an offence under Electoral Legislation.</p> <p>Acceptance and adherence to the terms of Requirement of Secrecy.</p>	