

## **ELECTORAL SERVICES CASUAL ELECTION STAFF**

### **JOB DESCRIPTION – BALLOT BOX RECEIPT ASSISTANT**

#### **Job Purpose:**

To receive Polling Station ballot boxes from Presiding Officers, allocate the Polling Station ballot boxes to the appropriate storage area, store the unused ballot papers, black sacks and clear sacks as instructed by the Ballot Box Receipt Manager (BBRM).

#### **Ballot Box Receipt Assistants:**

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:**

Working under the instruction of the Ballot Box Receipt Manager and/or Count Manager, they will:

- receipt ballot boxes,
- take the ballot boxes to the appropriate storage area,
- ensure that the unused ballot paper sacks are placed in the appropriate yorlie
- ensure that the clear sacks are stored correctly
- ensure that the black sacks are stored correctly
- ensure that the paperwork/wallets are delivered to the correct location
- complete checklists as appropriate

The role is physical and involves lifting.

The length of time the role takes will depend on the size and nature of the election. You must be prepared to stay as long as it takes.

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.

**PERSON SPECIFICATION – BALLOT BOX RECEIPT ASSISTANT**

<b>EXPERIENCE</b>	
<b>Essential</b>	<b>Desirable</b>
None	Previous election experience.

<b>SKILLS/PERSONAL ATTRIBUTES</b>	
<b>Essential</b>	<b>Desirable</b>
Numerate Accuracy and attention to detail Ability to follow instruction Punctual and reliable Comfortable working in a physical role, which involves lifting and carrying.	

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