



Electoral Services

Election Staff

Job Description

Postal Vote Opening Clerk

Purpose of Postal Vote Opening Session

The purpose of the postal vote opening session is to maintain secrecy throughout the opening of the postal votes.

The Postal Vote Opening Clerk Role

The role of the Postal Vote Opening Clerk is to ensure that returned postal vote packs are opened, checked and accounted for in a secure manner. Ballot papers are not counted as part of this process. Duties can be undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made.

They must:

- Comply with any instructions and guidance given from the Returning Officer's staff.
- Read and agree to the terms set out in legislation covering the secrecy requirements.
- Act impartially at all times and respect the confidentiality of the material handled.
- Refrain from engaging in conversation with the candidates and or/agents attending the opening sessions.

Duties:

Postal Vote Opening Clerks will work in small teams directed by a supervisor. They will:

- Check the number of ballot packs contained in the batch and record this figure.
- Open and check the contents of the envelopes to ensure that the enclosed ballot papers match those listed on the pack.
- Tally the number of ballot papers received in each batch and record this figure.
- Any other duties as deemed appropriate by the supervisor.

You will be given appropriate breaks, but you must provide your own lunch.

The length of time an opening session last will vary depending on the number of packs received but you must be prepared to stay for the duration of the session.

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 opening of the packs.

Payment

You will be paid an hourly amount for opening the postal vote packs. The hourly rate will be on your appointment letter.

This information is provided for guidance only and may be subject to change.