

## JOB DESCRIPTION

### POSTAL VOTE ISSUE/OPENING CLERK

#### **The postal vote issue/opening team**

The purpose of the postal vote issuing/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 clerks are employed either for a full day or half day in the days leading up to Election Day, on days and at times as designated by the Returning Officer.

#### **Postal Vote Clerks**

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 Issue**

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

- Check they have the correctly numbered ballot papers and postal packs against lists.
- Put ballot paper(s) into the envelopes
- Record numbers
- Seal and count envelopes.

For full-day sessions: you will be given appropriate breaks; you must provide your own lunch; light refreshments (tea/coffee/water) will be provided.

### **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 (instruction given)
- Tally the number of ballot papers received.

### Payment

Payment will be made to a designated bank account on the penultimate working day of the month in which the election occurs.

Updated: December 2011

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