

Democratic Services | Job Description & Person Specification



Job Identity

Post Title:	Postal Vote Opening Assistant (Temporary)	Report to:	Depute Returning Officer
Location	As assigned at each election	Grade:	Pay as per Scale of Charges and Fees for that poll
Responsible for:	N/A		

Job Purpose

To assist in the opening and extraction of contents of returned postal votes

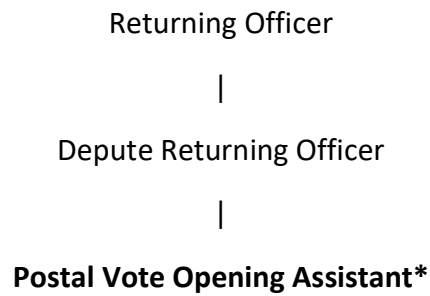
Major tasks and duties

1. Work as part of a team to extract completed postal vote envelopes and postal voting statements from returned postal votes
2. Complete checks as required by the Elections Office during the postal vote opening process
3. Count returned postal votes and bundle into batches ready for scanning
4. Participate in training as provided by the Depute Returning Officer for the current election as required.
5. Observe all Health and Safety arrangements
6. Observe and enforce the requirement for secrecy and security and act impartially at all times
7. Comply with any instructions and any other tasks issued by the Returning Officer/Counting Officer or his staff

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

Reporting Relationships

This job is indicated by *



Person Specification

Personal Qualities, Experience and Qualifications:

- Good attention to detail,
- a basic understanding of the Voting process,
- able to work as part of a team,
- be able to work efficiently to meet deadlines

Other Requirements:

- Must not have worked in support of a candidate at the election whether paid or unpaid.
- To complete a statement of secrecy on employment