



## Postal Vote Opening Clerk Job Description

### MAIN PURPOSE OF JOB

To ensure that the postal vote packs returned by electors that have chosen to vote by post are opened, checked, and counted in a secure manner. (Votes for candidates are NOT counted as part of this process).

### WORKING HOURS

To be available over a number of sessions in the week up to the election. Specific details to be provided nearer the time. Usually, sessions are from 10:00 am to 5.00pm. This may include weekends and bank holidays. Sessions may be extended or curtailed subject to the requirements of the service.

### MAIN DUTIES

- Count the envelopes received
- Open and check the contents of the envelopes
- Count the number of ballot papers received.
- Before election day you must accept your appointment and read and agree to the terms of the Requirement of Secrecy.
- Before election day you must provide proof of your UK work eligibility.

## Person Specification

- You must not take part in any campaigning activities at this referendum whether paid or unpaid
- Requires good numeric skills, along with visual accuracy and attention to detail.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers.
- Able to work under pressure.
- Flexible approach to duties and working hours.
- Ability to remain politically neutral.
- Before your first day of employment you must provide proof of your UK work eligibility.

### Payment

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.