



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 election 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.