

Electoral Services
Casual Election Staff
Postal Vote Opening Clerk

The Postal Vote Opening Team

The purpose of the postal opening process is to ensure that the votes of electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, are opened, checked and counted in a secure manner. Votes for candidates are NOT counted as part of this process.

Postal vote opening teams are employed either for half day or a full day on the days in the 10 days leading up to Election Day on days and at times designated by the Returning Officer.

The Postal Vote Clerk Role:

Although the role of the Postal Vote Clerk is not complex, it requires great of care 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 the confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents councillors or guests.

Duties:

Postal Vote Clerks will work in teams as designated by the Returning Officer, and as directed by a supervisor will:

- Count envelopes received
- Open and check contents of envelopes
- May be required to check data against computer screen (instruction given)
- Count number of ballot papers received

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 an agreement to maintain the secrecy of the poll.

Person Specification – Postal Vote Clerk

Skills/Personal Attributes	
Essential	Desirable
None.	Understanding of postal vote procedures.
Other	
Essential	Desirable
Numerate. Accuracy and attention to detail. Ability to follow instruction. Ability to work as a team member, Punctual and reliable. Must not have worked in support of a Political Party/Candidate at the election, whether paid or unpaid.	
Be willing to attend training/briefing sessions as required. Must not have been convicted of an offence under Electoral Legislation. Acceptance and adherence to the terms of Statement of Secrecy.	