

JOB DESCRIPTION

POSTAL VOTE OPENING ASSISTANT

As a Postal Vote Opening assistant, you will be expected to open, count and sort postal votes.

You will be expected to:

- Open, count and sort postal votes quickly and accurately
- Work as part of a team
- Follow instructions from your Postal Vote Opening Supervisor
- Recount postal votes as required
- Work subject to the Secrecy Requirements

In return, you can expect

- Full written instructions
- All stationery and equipment to carry out your duties

Estimated work commitment

Work is available over a number of sessions starting around ten days before an election and running up until the night of polling day. This may include weekends and bank holidays. You can indicate which sessions you are available to work; however, priority will be given to candidates who are available to work at all or most of the sessions.

Sessions may be extended or curtailed subject to the requirements of the service.

PERSONAL SPECIFICATION

POSTAL VOTE OPENING CLERK

| DESIREABLE | ESSENTIAL |
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| Previous experience as a postal vote opening clerk | Fully literate and numerate with excellent attention to detail |
| Ability to work as a team member | Good timekeeping |
| | Ability to carry out work as instructed, accurately, even under pressure |
| | Ability to remain politically neutral |
| | Not connected to, nor will assist any candidate or political party at the election |

If you have any queries, please contact the elections unit on 01623 457321