

# ELECTION STAFF RECRUITMENT



ADUR & WORTHING  
COUNCILS

## POSTAL VOTE ISSUER

The purpose of the postal vote issuing process is to ensure that postal votes are issued to electors in a secure manner.

Teams of Postal Vote Issuing Clerks are employed to work on a day(s) designated by the Returning Officer.

### Postal vote issuer duties

The role of the Postal Vote Issuing Clerk is not difficult, but the greatest of care has to be taken to ensure that mistakes are not made.

They must:

- Attend training if required
- Have read the Statement of Secrecy
- Act impartially at all times and respect confidentiality of material handled

As directed by a Postal Vote Issue Supervisor, clerks will work in teams of two. They will:

- Check the name and address off the list of postal voters
- Check the contents of the postal vote pack
- Insert ballot papers as required
- Check the ballot paper number matches the number on the postal voting statement
- Count the number of postal vote packs
- Seal the envelopes
- Any other duties as requested by the Postal Vote Team Supervisor

### Person specification

Experience	
Essential	Desirable
None	Understanding of postal vote procedures
Skills/Personal Attributes	
Essential	Desirable
Numerate	None
Accuracy and attention to detail	
Ability to follow instruction	
Punctual and reliable	

Other	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid	None
Must not have been convicted of an offence under Electoral Legislation	
Be willing to attend training/briefing sessions as required	
Adherence to the terms of the Statement of Secrecy	

### **In return, you can expect**

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

### **Fees**

No less than £8.30 per hour

### **Training**

Briefings will be delivered to postal vote issuers before the session begins.

### **Impartiality**

All staff employed by the Returning Officer must be absolutely impartial and **MUST NOT** canvass for, assist or openly support a candidate or political party at election time.

### **Other Information**

If you are an employee of Adur and Worthing Councils you must ensure you have your line manager's permission to carry out election duties during your working hours.