



ELECTION STAFF RECRUITMENT

POSTAL VOTE OPENER

The purpose of the postal vote opening process is to ensure that returned postal votes are opened, checked and counted in a secure manner. Votes for candidates are NOT counted as part of this process.

Teams of Postal Vote Opening Clerks are employed to work during the week days leading up to Election Day, on dates and times as designated by the Returning Officer.

Postal vote opener duties

The role of the Postal Vote Opening 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
- Refrain from engaging in conversations with candidates or agents

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

- Count envelopes received
- Open and check contents of envelopes
- Count number of ballot papers received
- Any other duties as requested by the Postal Vote Team Supervisor
- Work as part of a team

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 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 openers 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.