

## **Postal Vote Opening Assistant Job Description**

Postal vote opening assistants are responsible for the opening and handling of postal ballot papers received prior to polling day. Teams of assistants are employed on an hourly basis in the days leading up to polling day. Returned postal votes are opened, checked and tallied in a secure manner, and your work may be observed by candidates and their agents.

### **Duties**

- Read and understand the statement of secrecy (provided to you upon appointment)
- Refrain from engaging in conversation with candidates and agents
- Act impartially at all times
- Work under the direction of the Count Supervisor to count envelopes received, open and check the contents of the envelopes, and tally the number of ballot papers (more detailed instructions will be provided)
- Perform any additional duties appropriate to the role

### **Skills and competencies**

- Accuracy
- Attention to detail
- Ability to follow instructions
- Punctual
- Reliable
- Fully numerate
- Ability to work as part of a team

### **Additional Information**

- You cannot be employed for this position if you have/will carry out any duties on behalf of any political party or candidate (paid or unpaid)