

Democratic Services | Job Description & Person Specification



Job Identity

Post Title:	Postal Vote Assistant (Temporary)	Report to:	Depute Returning Officer
Location	As assigned at each election	Grade:	Pay as per RO Scale of Charges and Fees for that election
Responsible for:			

Job Purpose

To assist in the opening and verification of returned postal votes

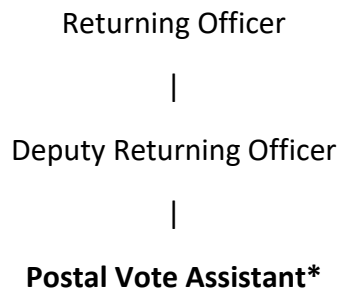
Major tasks and duties

1. Work as part of a team to open and batch postal votes, separating components as required
2. Complete manual checks as required by the Elections Office during the postal vote verification process
3. Count envelopes/postal vote components and complete batch sheets as required
4. Use a computer program to check and verify the signatures from the Postal Voting Statement
5. Assist in the storage and filing of batches of postal votes as directed
6. Participate in training as provided by the Elections Office for the current election as required.
7. Observe all Health and Safety arrangements
8. Observe and enforce the requirement for secrecy and security and act impartially at all times.
9. Comply with any instructions and any other tasks issued by the Returning Officer or his staff

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

Reporting Relationships

This job is indicated by *



Person Specification

Personal Qualities, Experience and Qualifications:

- Good attention to detail
- A basic understanding of the voting process
- Able to work as part of a team
- Be able to work efficiently to meet deadlines

Other Requirements:

- Must not have worked in support of a candidate at the election whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to Section 66 RPA