



# Northumberland County Council

## Job Description

Post:	Postal Vote Opening Assistant
Fee:	Day £10.30 per hour. Evening £12.88 per hour.
Mileage:	Included in fee
Responsible To:	Postal Vote Opening Supervisor & Supervisory Assistants
Responsible For:	N/A

### Main purpose of the Job

To assist the Postal Vote Supervisor & Supervisory Assistants, in the opening of postal vote covering envelopes and the verifying of postal vote statements, keeping an accurate count. Opening of ballot paper envelopes and the counting of ballot papers

### Special Conditions

- The post holder must not have helped or been employed in any way, either directly or indirectly, either for or against, any candidate, election agent or political party involved with this election
- Dress code is smart/casual
- A briefing will be given at the start of each day
- Postal vote sessions are set out on the appointment letter and you should be prepared to stay during these times. However, you may be released early depending on completion of workload
- You may receive a 30 minute unpaid lunch break

### Main Duties

- Arrive in a timely manner
- Comply with all health & safety and Covid guidance as issued by the Returning Office
- Read the instructions on handling postal votes and any other instructions issued by the Election staff
- Comply with any instructions issued by the Postal Vote Supervisor, Supervisory Assistants.
- Open and check returned postal votes envelopes
- Check ballot paper numbers on postal vote statements and ballot paper envelopes
- Open ballot paper envelopes and check ballot paper numbers
- Accurately count ballot papers into bundles to be transferred to the counting of votes
- Make sure that the secrecy of the ballot is not compromised
- Act impartially at all times
- Be polite and professional in dealing candidates and agents and others entitled to be present at the postal voting sessions

- Keep your area neat and tidy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.