



Postal Vote Opening Clerk/Scanning Clerk Job Description (PVO/PVOA)

The Postal Vote Opening Team

The purpose of the Postal Vote Opening Clerk/Scanning Clerk is to ensure that the postal packs returned by electors, or their proxies, who have chosen to vote by post, rather than in person at a polling station, are opened, checked and verified and tallied in a secure manner. Votes for candidates are NOT counted as part of this process.

Teams of Clerks are employed either for a full day or half day in lead up to Election Day, on days and at times designated by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer.

The Postal Vote Opening Clerk/Scanning Clerk is responsible for the opening and scanning of the postal ballot envelopes and must have a good knowledge of all the procedures for opening of the postal and postal proxy votes. The greatest of care and accuracy has to be taken to ensure that mistakes are not made.

They must:

- Attend training on the first day of the opening
- Sign their appointment form
- Read and agree to the terms of the Statement of Secrecy
- Act impartially at all times and respect confidentiality of material handled
- Dress appropriately in neutral colours
- Avoid getting involved in any controversial or political conversations between candidates, representative or campaigners
- Follow instructions and flowcharts provided by the Postal Vote Opening Supervisor/Manager
- Ensure their conduct is exemplary due to the high profile nature of the election

Duties:

- Count envelopes received
- Open and check contents of envelopes
- Place the postal packs that don't have everything in the relevant tray
- Wrap batch headers around the postal vote statements and A envelopes
- Tally the number of postal vote statements and A envelopes
- Complete all paperwork with totals and initials on the batch headers
- Move postal vote statements to the scanning stage
- Scan postal vote statements to verify the date of birth and signature
- Open and check contents of A envelopes and remove the ballot paper(s)
- Place the A envelope that doesn't have a ballot paper(s) in the relevant tray
- Open the A envelope and remove ballot paper(s)
- Complete all paperwork with total and initial on the batch header

The length of time the postal vote opening takes place each day will depend on the size and nature of the election and whether more ballot papers have been received. You must be prepared to stay as long as it takes, and may wish to bring your own food in case it is a lengthy process. You will be given adequate breaks and refreshments will be provided.

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Pension

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

Payment

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

Updated: October 2019

This information is provided for guidance only and may be subject to change without notice.