



Postal Vote Issuing Clerk Job Description (PVI)

The Postal Vote Issuing Team

The role of the Postal Vote Issuing Clerk is to collate and issue postal voting packs to electors (or their proxies) who have chosen to vote by post, rather than in person at a polling station. Clerks are responsible for ensuring the correct ballot paper(s) and paperwork are inserted into each pack.

Postal vote issuing takes place over 2-3 full days in the lead up to election day, on days and at times designated by the (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Officer.

As a Postal Vote Issuing Clerk, you will take instructions from the Postal Vote Issuing Supervisor and take the greatest of care and accuracy to ensure that mistakes are not made.

Clerks must:

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the Statement of Secrecy
- Attend any compulsory training sessions or briefings provided by the Electoral Services Office
- Follow instructions and flowcharts provided by the Postal Vote Issuing Supervisor

Duties:

- Work alone or in pairs as instructed by the Postal Vote Issuing Supervisor
- Collate together ballot papers, postal voting statements, leaflets and envelopes into packs ensuring any numbered paperwork and the ballot paper match each other and they match the name and address on the list of postal votes to issue
- Collate and place any postal packs highlighted to be pulled out into the relevant tray
- Undertake spot checks to check your accuracy
- Rectify any mistakes made
- Once checked and approved by your supervisor, seal and count the final total of postal packs you have issued

In return, you can expect:

- A face to face training session upon arrival in your role and responsibilities
- All stationery and equipment to carry out your duties
- Tea, coffee and water provided for refreshment breaks
- Payment to be made within four weeks of polling day into your nominated bank account

Personal Specification

Essential:

- Fully literate and numerate
- Good timekeeping
- Ability to carry out work as instructed
- Remain calm under pressure
- Attend all relevant training as necessary
- Ensure the requirements of relevant guidance and regulations are met as expected which is provided in training
- Ability to work alone and as a team
- Accuracy and attention to detail

Desirable:

- Working knowledge of the electoral process

Updated: March 2025

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