



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

The Postal Vote Opening Team

The role of the Postal Vote Opening/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, verified and tallied in a secure and accurate manner. Votes for candidates are not counted as part of this process.

Postal vote opening takes place over 10 full or half days 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 length of time the postal vote opening takes place each day will depend on the size and nature of the election and the number of postal vote envelopes received.

As a postal vote opening clerk/scanner, you will take instructions from the postal vote opening supervisors and take the greatest of care and accuracy to ensure that mistakes are not made.

Clerks/scanners 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 Opening Supervisor

Duties:

- Verify the number of postal vote B envelopes received each day
- Open postal vote B envelopes and sort the contents as instructed
- Ensure the postal packs are complete and pull out any that are not
- Count the contents of each complete batch and add the total to batch headers
- Scan postal voting statements
- Once adjudicated by your supervisor, open the postal vote A envelopes and remove the ballot paper(s)
- Count the number of ballot papers going through to the count and add the total to the batch header

In return, you can expect:

- A briefing 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.