



## **Carmarthenshire County Council**

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

#### **The Postal Vote opening Team**

Once postal votes begin to be returned to us, they need to be opened, checked, and verified before being sent off to be counted with the rest of the ballot papers. We usually hold several postal vote opening sessions on the days preceding the day of the election as we are constantly receiving completed postal voting packs every day following their despatch.

Duties include:

- Opening postal voting packs and checking the contents of these
- Checking ballot paper and postal voting statement details
- Following precise instructions as indicated by the senior team
- Identifying any mismatches or anomalies that may appear

Postal vote opening sessions usually begin in the morning (around 9:30-10am) and the duration of the sessions will depend on the number of postal votes we have received so far. The longest sessions are usually the first few days as staff will have to open all the returned postal votes received since the despatch (over 1 weeks' worth). There will be regular breaks throughout each session, including lunch, but we advise staff to bring their own refreshments.

The required skills for this role are:

- ✓ Working collaboratively with others
- ✓ Working to a high degree of accuracy
- ✓ Good communication skills
- ✓ Following instructions precisely

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.

#### **Payment**

Payment will be calculated on an hourly basis and will be made to a designated bank account after polling day.