

Duties of the Postal Vote Issuing Clerk

Postal Vote Issue Clerk is responsible for the issue and handling of the postal ballot papers and must have a good knowledge of all the procedures for issuing of the postal and postal proxy votes.

Each of these processes must be undertaken with the greatest of care and attention to details to ensure that the regulations and requirements are properly observed.

The clerks main duties are to:

- ❑ have read and understood the statement of secrecy;
- ❑ must attend training/briefing session as and when required;
- ❑ follow instructions provided by the elections officers;
- ❑ act impartially at all times; and
- ❑ ensure that that the hours worked have been recorded and authorised by an elections officer.

You must take appropriate breaks throughout the session to avoid eye strain and tiredness.