

## **Duties of the Postal Votes Opening Clerk**

Postal Vote Opening Clerk is responsible for the opening and handling of the postal ballot papers and must have a good knowledge of all the procedures for opening 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;
- ❑ check data against a computer screen (further training will be provided on the day);
- ❑ refrain from engaging in conversation with candidates, agents;
- ❑ 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 or tiredness.