

# Job Description

## Ballot Box Receipt Officer

<b>Team:</b>	Elections
<b>Responsible to:</b>	Ballot Box Receipt Officer
<b>Salary:</b>	£12.20 per hour (+25% after 9pm/weekends)
<b>Location:</b>	Aldersley Leisure Village
<b>Working hours:</b>	9pm – 12am

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### Job purpose and role

To assist the Ballot Box Receipt Supervisor during the receipt of all ballot boxes, paperwork, and other materials returned by the Presiding Officers. You can work as a count assistant after this duty.

### Principal duties and responsibilities

- (1) Working with the Ballot Box Receipt Supervisor during the process of the receipt of all ballot boxes and associated material.
- (2) Meet Presiding Officers at the drop off bays and go through the checklist on the tablet device to check that they are returning all of the equipment. Scan the ballot box using the table device.
- (3) Once satisfied that all of the equipment has been returned, work with ballot box runners to oversee transporting the equipment to the next stage.
- (4) Carry out any other ballot box receipt duties as required.
- (5) Must have read and agreed the terms of the Statement of Secrecy

# Person Specification

## Ballot Box Receipt Officer

<b>Qualifications, Knowledge, Experience &amp; Skills:</b>	<b>Essential/ Desirable</b>
<ul style="list-style-type: none"> <li>• Good communications skills and ability to follow strict instructions.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to use tablet device to record information</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good visual accuracy and attention to detail.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Good administration/organisational skills.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Team player and flexible attitude.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Punctual and reliable.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Work effectively as part of a team.</li> </ul>	E
<ul style="list-style-type: none"> <li>• Ability to remain politically neutral.</li> </ul>	E