

# Job Description

## Ballot Box Runner

<b>Team:</b>	Elections
<b>Responsible to:</b>	Ballot Box Receipt Supervisor
<b>Salary:</b>	£10.41 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 and Officer during the receipt of all ballot boxes, paperwork, and other materials returned by the Presiding Officers. To deliver ballot boxes to count tables. 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) Deliver ballot boxes to count tables, postal votes to the postal vote opening area and all other equipment to the designated areas.
- (3) Carry out any other ballot box receipt duties as required.
- (4) Must have read and agreed the terms of the Statement of Secrecy.

## Person Specification Ballot Box Receipt Officer

Qualifications, Knowledge, Experience & Skills:	Essential/ Desirable
<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 run ballot boxes and equipment to designated areas quickly but accurately</li> </ul>	D
<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