

Postal Vote Opening Job Description



Points to note:

1. The opening of postal votes usually takes place during the working day and can last anywhere between a few hours to an all day session.
2. The opening of postal votes is paid at an hourly rate.
3. The opening of postal votes is done in pairs.
4. Candidates and Agents may be present at the opening sessions to observe the process.

Duties of a Postal Vote Opener:

1. Postal votes are distributed to each pair in bundles of 50. These need to be checked to ensure that there are 50 envelopes in the bundle.
2. The envelopes then need to be opened and the contents separated into two piles. One pile of 'envelope Bs' (containing the ballot paper) and a second pile of Postal voting statements (completed by the elector to confirm their identity). Any envelopes missing either of these parts need to be placed in a doubtful tray to be examined by a supervisor.
3. Once the statements have been scanned and checked by the central team the two piles come back to the openers so that the envelope Bs (containing the ballot papers) can be opened. If the ballot paper is missing or the number printed on it does not match the number on the envelope it goes into the doubtful tray along with the corresponding statement to be examined by a supervisor.