

Mobile Voting Officer

The Mobile Voting Officer reports to the Mobile Voting Manager. Their role is to deliver electoral services in an efficient, impartial and professional manner in accordance with the procedures set out in the Mobile Early Voting Manual and to display excellent customer service skills to all electors. The Mobile Voting Officer's own vehicle may be required for this position.

Duties:

- complete all required training
- read the Mobile Early Voting Manual and ensure the correct procedures are followed
- visit numerous mobile voting centre sites, as required
- return to a venue if requested to enable those who are not well enough to vote at time of original visit to vote before Election Day
- sign and witness enrolment applications, therefore one team member must be on the State electoral roll
- deal with all electors in a fair, friendly and helpful manner
- appropriately assist any electors with special needs
- correctly mark elector's name off the roll
- establish the correct District and Region for each elector to ensure correct ballot papers are issued
- issue ballot papers to the electors
- ensure declaration envelopes are fully completed and signed by the elector and election official
- provide folder of registered how-to-vote cards for electors to view if requested at mobile voting centres
- ensure that group voting tickets for all Legislative Council groups for each Region are readily accessible for electors
- complete all required documentation
- assist Mobile Voting Manager in ensuring Mobile Early Voting Journal is completed correctly and reconciled
- ensure ballot papers and ballot boxes are secure at all times
- ensure netbooks are securely stored
- return election material to the election office with Mobile Voting Manager, if required and
- undertake other duties, as directed by the Mobile Voting Manager or Election Manager.