

Early Voting Centre Officer (EVCO) - Duty Statement

Title:	Early Voting Centre Officer
Classification:	VPS 1.1.3
Rate of pay:	\$37.20 (includes 25% casual loading)
Reports to:	Early Voting Centre Manager
Location:	Early Voting Centre (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role helps deliver early voting by assisting voters, issuing ballot papers, and following all required procedures.

2. Duties

The Early Voting Centre Officer:

- completes all required training
- reads, understands and carries out all tasks in the instructional products
- accurately marks off the voter's name from the roll
- issues ballot papers to voters and, where required, issues declaration votes
- manages queuing and assists with voter flow, including directing voters to the correct issuing point and supports voters with mobility or access needs
- guards ballot box and ensures voters place their ballot paper in the correct ballot box
- engages with all voters in a fair, friendly, and helpful manner, and provide appropriate assistance to voters requiring additional support
- ensures ballot papers and ballot boxes are secure at all times
- ensures laptops and other materials are securely stored when not in use
- completes required documentation accurately
- completes reconciliation for issuing points at the end of each shift
- understands and follows the VEC code of conduct, policies, procedures, and risk requirements
- performs other duties as required

3. Key selection criteria

The Early Voting Centre Officer is able to:

- work as part of a team by following instructions, supporting colleagues, and helping the early voting centre run smoothly
- communicate clearly and respectfully with voters and colleagues, including explaining simple information and providing assistance in a friendly and professional way
- provide good customer service by treating all voters fairly, patiently and with respect, including voters who need extra help or have access or mobility needs
- follow instructions and procedures accurately, including reading and applying the Early Voting Centre Officer Manual and completing tasks correctly
- work carefully and pay attention to detail, including accurately marking the roll, issuing ballot papers, and completing required paperwork
- identify issues and respond appropriately, including fixing simple problems where possible and asking the Early Voting Centre Manager for help when needed
- adapt to changing situations, such as busy periods, changes in tasks, or new instructions during the day
- confidence using basic electronic devices, such as laptops
- commitment to electoral integrity, including keeping ballot papers and materials secure, following procedures, and maintaining accurate records at all times.

4. Physical requirements

The following list is not exhaustive and other tasks may be required.

The Early Voting Centre Officer should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- walk short distances upwards of 200 metres or more, depending on venue requirements
- safely lift, carry, and pack materials and equipment such as ballot papers and ballot boxes (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks using fine motor skills, concentration and sustained visual focus
- use a laptop or computer for extended periods of time.