

Early Voting Centre Officer

The Early Voting Centre Officer reports to the Early Voting Centre Manager. Their role is to assist the Early Voting Centre Manager to deliver electoral services in an efficient, impartial and professional manner in accordance with the procedures set out in the Early Voting Manual and will display excellent customer service skills to all voters/electors. Early Voting Centre Officers will need to be comfortable and proficient in working with computers.

Duties:

- attend a face-to-face coaching/briefing session with the Early Voting Centre Manager onsite prior to the opening of early voting
- read the Early Voting Manual
- assist with the set-up of the Early Voting Centre
- ensure procedures are carried out as per the Early Voting Manual
- correctly mark the voter's/elector's name off the roll
- establish correct Council and Ward for the voter to ensure correct ballot papers are issued (Local Government elections)
- establish the correct District and Region for the electors to ensure correct ballot papers are issued (Parliamentary elections)
- issue ballot papers to early voters/electors
- ensure declaration envelopes are fully completed and signed by the voter and Early Voting Centre Officer
- deal with all voters/electors in a fair, friendly and helpful manner
- appropriately assist any voters with special needs
- ensure that ballot papers and ballot boxes are secure at all times
- ensure netbooks are securely stored
- complete all required documentation
- assist the Early Voting Centre Manager with reconciliation at the end of each day
- assist with the pack up and return of election materials to the election office and
- other duties, as directed by the Early Voting Centre Manager or Election Manager.