

Mobile Voting Officer (MVO) - Duty Statement

Title:	Mobile Voting Officer
Classification:	VPS Grade 1
Rate of pay:	\$37.20 (includes 25% casual loading)
Reports to:	Mobile Voting Manager
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role delivers mobile voting services in an efficient, impartial and professional manner. The role provides high quality customer service to electors and supports the Mobile Voting Manager to ensure election processes are carried out correctly. The role may require the use of the officer's own vehicle.

2. Duties

The Mobile Voting Officer:

- delivers mobile voting services in line with the instructional products and the itinerary set by the Election Manager
- completes all required training
- visits mobile voting venues and assists in identifying electors who can vote at a static location and those who require an in room visit
- signs and witnesses enrolment applications
- provides fair, friendly and helpful service to electors
- assists electors who require help to vote
- marks electors' names on the roll and issues the correct ballot papers
- ensures declaration envelopes are fully completed
- completes required documentation
- assists the Mobile Voting Manager in completing and reconciling all paperwork required
- returns election materials to the election office with the Mobile Voting Manager, if required
- maintains the security of ballot papers and other election materials at all times
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures

- performs other duties as requested.

3. Key selection criteria

The Mobile Voting Officer is able to:

- provide clear, respectful and helpful customer service to electors, including those who need assistance
- maintain accurate records, handle ballot materials responsibly and follow security requirements
- communicate effectively with electors, team members and venue contacts
- work cooperatively as part of a mobile voting team
- demonstrate integrity, impartiality, professionalism and reliability.

4. Physical requirements

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

The Mobile Voting Officer should be able to:

- safely lift, carry, and pack materials and equipment such as office materials, ballot papers, ballot boxes, laptops and signage (usually less than 22 kilograms), which may involve pushing, pulling and squatting actions
- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- climb stairs if the venue has multiple levels
- walk moderate distances upwards of 500 metres or more depending on venue requirements
- work for extended periods in mobile or temporary environments.