

### **Extraction officer**

An extraction officer reports to the counting team leader. The role of the extraction officer is to assist with the extraction of votes from declaration envelopes in preparation for a computer count. The extraction officer is accountable to the counting team leader and election manager to deliver electoral services in an efficient, impartial, and professional manner.

#### **Duties:**

- operate a note-counting machine
- operate a letter-opening machine
- assist with any required preliminary checks for declaration votes (e.g., signatures)
- assist with the opening of postal declaration envelopes and extraction of ballot papers
- assist with completion of required results documentation
- assist with the preparation of ballot papers for computer count
- label the bundles of ballot papers and place into security boxes
- label the security boxes as instructed and
- other duties, as directed by the counting team leader or election manager.