

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.