

Early voting centre officer

The early voting centre officer reports to the early voting centre manager and assistant early voting centre manager. Their role is to assist the early voting management team to deliver electoral services in an efficient, impartial, and professional manner in accordance with the procedures set out in the *Early voting officer manual* and display excellent customer service skills to all voters. Early voting centre officers will need to be comfortable and proficient in working with computers.

Duties:

- attend face-to-face or on-the-job training with the election manager and/or assistant election manager as directed
- read the *Early voting officer manual*
- assist with the set-up of the early voting centre
- ensure procedures are carried out as per the *Early voting officer manual*
- correctly mark the voter's name off the roll
- establish correct council and ward for voters to ensure correct ballot papers are issued (Local Government elections)
- establish the correct district and region for voters to ensure correct ballot papers are issued (Parliamentary elections)
- issue ballot papers to early voters
- ensure declaration envelopes are fully completed and signed by the voter
- sign declaration envelopes after voters have completed papers correctly
- deal with all voters 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 laptops are securely stored
- complete all required documentation
- complete reconciliation for issuing point at the end of each day
- participate in extraction, sort, vote exchange and count activities from election day
- assist with the pack up and return of election materials to the election office, warehouse, or hub
- other duties, as directed by the early voting centre manager, assistant early voting centre manager or election manager.