

Job Description – Postal Vote Scanning Officer

Reports to: Postal Vote Manager and Deputy Returning Officer

Job Purpose

To manage the verification of postal voter's personal identifiers

Main Role & Responsibilities:

1. To understand the process for opening returned postal vote packs
2. Using specialist signature checking software, follow the process for checking and verifying postal voter's signatures and dates of birth
3. Adjudicating any statements that have not been automatically verified (in line with the EC's signature checking guidance) and putting aside any provisionally rejected postal vote statements, for adjudication by the Deputy Returning Officer
4. Ensuring that only properly verified postal vote ballot papers are included in the count
5. Maintaining a clear audit trail and packing verified statements as required
6. Answering any questions from candidates, agents, and observers on the postal vote verification process
7. Read and understand the [Postal Vote Secrecy Requirements](#)

Useful links:

- [Postal vote opening process](#)
- [Signature checking guidance](#)

Last updated: 12/02/2025

Person Specification – Postal Vote Scanning Officer

Experience	
Essential n/a	Desirable To have worked previously as a Postal Vote Assistant
Skills & Personal Attributes	
Essential - Excellent IT Skills - Good level of personal presentation and professional manner - A commitment to customer care - Good administration skills and attention to detail - A team player and flexible attitude - Punctual and reliable - Ability to work in a calm, methodical and impartial manner while being observed by candidates and agents	Desirable n/a
Other Requirements	
Essential - Must not have worked in support of a political party/candidate at the election, whether paid or unpaid - Be willing to attend training/briefing sessions as required - Must not have been convicted of an offence under Electoral Legislation - Agreement to waive the Working Time Directive for period of employment	Desirable n/a