

## Duty Statement

Position:	<b>Central Processing Centre: Clerical Assistant</b>
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### Role Summary

The position is responsible for undertaking clerical work, quality control procedures and processing of postal vote applications, declaration vote exchange, unenrolled declaration vote processing and ballot paper counting and processing.

### Key Duties

The key duties for the Central Processing Centre (CPC) Clerical Assistant are to:

- receipt and sort postal vote applications received from electors and political parties
- undertake quality assurance and validity checks of processed postal applications
- collate and assemble ballot material in preparation for mailout to electors
- undertake all relevant documentation associated with the receipt of postal applications and dispatch of ballot material
- receive, categorise and collate declaration vote certificates
- count and process ballot papers
- package and repackage materials including ballot papers and declaration envelopes
- process postal vote applications or unenrolled declaration votes
- verify and data enter Returning Officer returns of declaration vote numbers
- assist with other duties as required.

CPC Clerical Assistants must follow procedures and methods of work to ensure the safety and wellbeing of fellow staff, contractors and visitors at all times.

### Essential Hours of Duty

- The role will work on a rostered basis during February and March 2026
- The role requires flexibility in working hours, including weekend and after normal business hours work.

### Essential requirements

- available to work the essential hours of duty
- familiarity with clerical procedures in an office environment
- ability to maintain confidentiality
- good communication and interpersonal skills
- effective proof-reading skills
- good teamwork and customer service skills
- strong attention to detail and ability to maintain accurate details
- confident typing with high alpha numeric data entry speed
- ability to use initiative
- ability to follow procedures exactly
- ability to work safely

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### Reports to

- CPC Supervisor

### Special Conditions

- In order to not compromise the strict neutrality of the Commission, no person who is active in political affairs or intends to carry on this activity may be an employee.