



## Scrutiny Assistant

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People in these roles are employed under the *Commonwealth Electoral Act, 1918* (Electoral Officer EO 1). Pay, terms and conditions can be found in the [Collective Determination](#).

### Purpose of the role

Scrutiny Assistants support the timely completion of end of day tasks in a polling place. These tasks include helping with scrutines (unfolding, sorting and counting votes) and packing up the polling place.

### Key responsibilities

- Help conduct scrutines and end of day tasks in a polling place as requested.
- Assist with preparation of materials for scrutines.
- At the direction of the Officer in Charge, sort and count ballot papers
- Assist with packing of materials.
- Dismantle voting screens and tidy the polling place.
- Keep ballot papers secure.

### What to expect

You will:

- work on polling day from approximately 4pm until 11pm
- need to complete online training before polling day.
- be working with small groups of diverse people, so the ability to work effectively as part of a team is important.
- work non-standard or extended hours under pressure in a fast-moving operational environment.
- possibly have long periods of sitting and standing and need ability to lift and carry up to 12 kilograms.

It is expected that a Scrutiny Assistant will:

- Adhere to the [APS Values and Code of Conduct](#), and the [AEC Values and Commitments](#) (we encourage you to read these before polling day)
- Comply with the procedures and policies outlined in your training.
- Avoid any conflict of interest (real or apparent)
- Not be seen to be publicly active in political affairs, and not intend to publicly engage in these activities during your employment with AEC.
- Be familiar with, abide by and promote AEC work health and safety frameworks, policies and procedures.
- Follow and promote COVID-19 safety measures.
- Demonstrate personal integrity and represent the AEC with professionalism.
- Engage respectfully with diverse individuals and communities.

- Be flexible, adaptable, and work as part of a team.
- Take ownership and responsibility for own work.
- Handle ballot papers safely and securely throughout all electoral processes

## Mandatory requirements

- Australian citizen aged 18 years or over.
- Maintain political and issue neutrality and impartiality.

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*Thank you for your interest in working at a federal electoral event. We need over 100,000 people to fill our temporary jobs. We hope you'll consider joining our team.*

*Visit [aec.gov.au](http://aec.gov.au) to learn more about what's involved.*

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