

Counting Officer (CO) - Duty Statement

Title:	Counting Officer
Rate of pay:	\$37.20 (includes 25% casual loading)
Reports to:	Counting Team Leader
Location:	Various (positions available across Victoria)
Last reviewed:	June 2026

1. Position statement

This role is responsible for sorting and counting ballot papers accurately, securely, and in accordance with electoral procedures.

2. Duties

The Counting Officer:

- is familiar with ballot paper formality
 - maintains the security of ballot papers and other election materials at all times
 - operates note counting and letter opening machines (training provided)
 - opens postal declaration envelopes and extracts ballot papers
 - completes tracking documentation during counting as specified in procedures
 - performs counts as directed and according to procedures and training
 - completes results documentation as directed
 - for Parliamentary elections prepares batches for all region ballot papers for dispatch to the computer count area
 - performs vote exchange activities as directed and according to procedures and training
 - understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
 - performs other duties as requested.
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3. Key selection criteria

The Counting Officer is able to:

- follow electoral procedures and be familiar with ballot paper formality rules
- follow further scrutiny processes as directed
- maintain accuracy, precision and attention to detail during repetitive tasks
- identify errors or irregularities when sorting ballot papers
- operate note-counting machines, letter-opening machines, and other counting equipment (training provided).
- work under pressure
- communicate and work within a team environment
- follow secure handling procedures for ballot papers and security boxes
- be flexible and undertake a wide range of counting-related duties
- maintain security of ballot papers and other election materials at all times.

4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

- The Counting Officer should be able to:
- stand or walk for extended periods with the ability to take postural breaks as needed
- climb stairs if the venue has multiple levels
- safely lift, carry, and pack materials and equipment such as ballot papers (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- work in a warehouse-style environment where temperatures and noise levels may vary
- perform tasks requiring fine motor skills, concentration and sustained visual focus.