

JOB DESCRIPTION

Job Title: Count/Verification Assistant

Section/Department: Electoral Services

Responsible To: Elections and Land Charges Team Leader

Purpose of the Post

The purpose of the Verification/Count team is to open ballot boxes, count the total number of ballot papers in the ballot box, ensure the contents agree with the Ballot Paper Account and then count the votes for each candidate in the election.

The role of the Count Assistant is undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made when counting ballot papers.

Main Responsibilities:

- Attend training sessions and briefings provided by the Electoral Services Team, if required.
- Read and agree to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Be polite and professional when dealing with candidates, agents, councillors or guests.

Duties:

Count/Verification Assistants will work in teams of varying sizes as designated by the Returning Officer. As directed by a Count/Verification Supervisor, they will:

Verification

- Count the contents of ballot boxes of varying size as designated by the Returning Officer
- Agree figures with Count Supervisor and re-count the contents if required.

Count

- Sort ballot papers into votes for individual candidates and count them using the method designated by the Returning Officer.
- Put doubtful ballot papers into the doubtful tray provided.
- Advise Count Supervisor of figure.
- Re-count if required.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes. If the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

You may be required to perform additional duties not listed above which are appropriate to your role and experience to ensure the smooth running of the election process. Job descriptions can be amended at the organisations discretion to ensure service needs are met.

PERSON SPECIFICATION – COUNT/VERIFICATION ASSISTANT

EXPERIENCE	
Essential	Desirable
None	<ul style="list-style-type: none">• Previous Count experience.
SKILLS/PERSONAL ATTRIBUTES	
<ul style="list-style-type: none">• Numeracy, accuracy and attention to detail• Ability to follow instruction• Punctual and reliable• Calm under pressure	
OTHER	
<ul style="list-style-type: none">• 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.• Acceptance and adherence to the terms of Statement of Secrecy.• Acceptance of Waiving of Working Time Directive for period of employment.	