

Job Description – Counting Assistant

The Verification/Count team

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

The Role

The role of the Count Assistant is not difficult, but duties are undertaken in a pressurised environment and the greatest of care must be taken to ensure that mistakes are not made.

They must:

- Watch training video provided by Electoral Services.
- Have read and agree to the terms of the Statement of Secrecy.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents, councillors or guests.

Main Duties

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

Verification

- Count the number of ballot papers in a ballot box.
- Re-count if required.

Count

- Divide ballot papers into votes for individual candidates and count them using the method designated by the Returning Officer. 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 as it is a lengthy process. 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. You will be given adequate breaks and refreshments will be provided. 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.

Payment

You will be paid into your bank account within 4 weeks after Polling Day.

The rate of pay for a **Chief Counter** is £17.50 per hour and the hours worked are calculated as follows:

Total for hours worked/Set Fee	£105.00
Holiday Pay	£12.67
Training Fee – (face to face)	£25.00
Total Fee	£142.67

Person Specification

EXPERIENCE	
Essential	Desirable
	<ul style="list-style-type: none"> • Previous count experience

SKILLS AND ATRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> • Numerate • Accuracy and attention to detail • Ability to follow instruction • Punctual and reliable • Calm under pressure 	

OTHER	
Essential	Desirable
<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 of Waiving of Working Time Directive for period of employment 	