

COUNT ASSISTANT JOB DESCRIPTION

The purpose of the count staff is to open ballot boxes, verify that the number of votes in the ballot boxes matches the number of ballot papers issued and then count the votes for each candidate in the election.

Count Assistant's duties are straightforward but undertaken in an environment that can at times be pressurised as the count is undertaken in the presence of candidates, their counting agents or other observers. The greatest of care must be taken to help prevent mistakes from happening.

Count Assistant

The Role:

- Attend training if required
- Have read and agreed to the terms of the Secrecy provisions
- Act impartially at all times and respect confidentiality of material handled
- Refrain from engaging in conversations with candidates, agents, councillors or guests
- Act upon instructions from your supervisor

Duties:

- Count the number of ballot papers in a ballot box
- Check the counting of others as required
- Inform the supervisor of the number of ballot papers counted
- Divide ballot papers into votes for individual candidates/ options and count as instructed
- Identify doubtful papers and bring them to the attention of the supervisor
- Recount if required
- Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues and others in attendance
- Be prepared to work until the count concludes (adequate breaks and drinks will be provided)
- Be required to sign their agreement to maintain the secrecy of the poll.

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 maintain the secrecy of the poll and comply with the Data Protection and GDPR legislation.

Payment

Payment will be made to a designated bank account as soon as is practicable after the election.

Person Specification – Count Assistant

Essential	Desirable
Literate and numerate	Ability to work as a team member
Ability to handle and count large volumes of confidential papers	Previous experience as a Count Assistant
Good timekeeping	
Ability to treat people with fairness and respect at all times	
Ability to remain politically neutral and not support a political party / candidate at the elections	
Not connected to, nor will assist, any candidate or party at the election	
Ability to comply with the requirement for secrecy and instructions regarding the use of social media	
Must not have been convicted of an offence under Electoral Legislation	