

Electoral Services
Casual Election Staff
Count Assistant Job Description and Person Specification

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 Count Assistant Role:

Although the role of the Count Assistant is not complex, the duties are undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made.

Count Assistants must:

- Attend training if required.
- Have read and agree to the terms of the Statement of Secrecy.
- Act impartially at all times and respect the confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents councillors or guests.

Duties:

Count Assistants will work in teams of varying sizes as designated by the Returning Officer.

As directed by a Senior Count Assistant, they will:

For the Verification

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

For the 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. Count assistants must be prepared to stay as long as it takes. If the Count is to take place immediately after the close of Poll it will commence after 10pm, and potentially into the early hours of the morning.

Adequate breaks will be given, refreshments will not be provided and successful applicants may wish to supply their own.

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 an agreement to maintain the secrecy of the poll.

Person Specification – Count Assistant

Skills/Personal Attributes	
Essential	Desirable
Numerate. Accuracy and attention to detail. Ability to follow instruction. Ability to work as a team member Punctual and reliable. Calm under pressure.	Previous experience as a counting assistant.
Other	
Essential	Desirable
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.	