

# ELECTORAL SERVICES CASUAL ELECTION STAFF



## COUNT ASSISTANT JOB DESCRIPTION

### The Verification/Count team

The purpose of the count assistants in the verification/count team is to open ballot boxes, ensure the contents agree with the ballot paper accounts completed by the staff in the polling stations, and then count the votes for each candidate in the election.

### The Count Assistant Role

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

They must:

- Attend training if required.
- 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.

### Duties:

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

As directed by a Count Supervisor, 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, and should bring your own food in case 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 into the early hours of the morning. You will be given adequate breaks and light 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 have read and agree to the terms of the Statement of Secrecy.

The rate of pay for these duties varies slightly depending on the type of election but as an example the current rate of pay for a Count Assistant for a local election is £14 per hour for a daytime count and £17 per hour for an overnight count.

In addition to the main elections (such as Parliamentary and the 4-yearly council elections) which are usually held in the May of any given year, there are from time to time by-elections which can be held at any time throughout the year.

## PERSON SPECIFICATION

EXPERIENCE	
Essential	Desirable
None	Previous Count experience

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Numerate Accuracy and attention to detail Ability to follow instructions Punctual and reliable Calm under pressure	

OTHER	
Essential	Desirable
Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.  Must not have been convicted of an offence under Electoral Legislation  Be willing to attend training/briefing sessions as required.  Acceptance and adherence to the terms of Statement of Secrecy	