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**Electoral Services**

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| **Job Description**  **Duties and Responsibilities** | | | |
| **Verification and Count Assistant** | | | |
| Reports to | Ward Supervisor  Head Counter | | |
| Days of Work | Count night / day(s) | | |
| Hours of Work | Vary – depending on election | | |
| Fee | See appointment letter | | |
| Purpose of the Job | To open, verify and count ballot papers quickly and accurately. | | |
| Responsibilities and Duties | **Verification**   * The ballot papers in each ballot box are counted to determine the total number in each box, this is then compared to the ballot paper account.   **Count**   * The verified ballot papers are sorted by candidate and the total number of votes cast for each candidate are counted. * Flag up any doubtful ballot papers to the Head Counter / Ward Supervisor who will confirm if good or place in the doubtful tray to be checked. * The total number of votes cast plus any rejected ballot papers should match the total number of verified ballot papers. * Double check when required of any bundles. * Undertake a re-count if required. * When an elector can vote for more than one candidate then the process is different, you will be required to place ballot papers on a ‘counting sheet’. | | |
| **Person Specification** | | | |
| **Qualifications, Knowledge, Experience and Skills** | | | |
|  | | Essential | Desirable |
| 1. Experience of a range of counts such as Local, Parliamentary, referenda, etc | |  | D |
| 1. Work as part of a team | | E |  |
| 1. Excellent communication skills | | E |  |
| 1. Able to work under pressure (candidates and agents will be observing the whole process) | | E |  |
| 1. Good administration skills and attention to detail | | E |  |
| 1. Ability to remain politically neutral | | E |  |

**General**

* 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 read and agree to the terms of the Statement of Secrecy.
* All staff will be paid direct into their designated bank account on the 15th of the month following the date of the election. Full details will be included in the Job Appointment.