

Count/Verification Assistant Job Description

MAIN PURPOSE OF JOB

To verify and/ or count the ballot papers after close of poll, depending on the job appointed to.

WORKING HOURS

The following are only estimates as the count duration can vary. You will be required to remain at the count until directed to leave by the Acting Returning Officer.

- 9:15am until approx. 6pm (these hours can vary)

MAIN DUTIES

- Sort and count ballot papers quickly but accurately whilst under pressure and under close supervision by candidates and agents.
- Work as part of a team
- Re-count ballot papers as required
- Work subject to the Secrecy Requirements
- Assist with the clearing up after the count has finished.
- Before election day you must accept your appointment and read and agree to the terms of the Requirement of Secrecy.
- Before election day you must provide proof of your UK work eligibility.

Person Specification

- You must not take part in any campaigning activities at this election whether paid or unpaid
- Requires good numeric skills, along with visual accuracy and attention to detail.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers. Able to work unsociable hours.
- Able to work under pressure.

Flexible approach to duties and working hours – it is not possible to leave before the count has finished so you must ensure that you allow for a possible overrun.

Ability to remain politically neutral.

Payment

Payment will be made through the Council's payroll system into your bank account on the date as advised on your appointment letter.