



# Count Assistant Job Description

Section/Department:	Electoral Services
Responsible to:	Count Manager/Count Supervisor

## The Count Team

The purpose of the count team is to verify the total number of ballot papers in each ballot box, then count the votes for each candidate in the election.

## The Count Assistant Role

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

They must:

- 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 and the Electoral Services team.

### Verification

- Count the total number of ballot papers in a ballot box to check this matches the number of ballot papers issued at the polling station
- The number of ballot papers in the ballot box, known as the verification figure, provides the number which must be balanced to at the count
- Re-count if required

### Count

- Divide ballot papers into votes for individual candidates and count them
- The method of counting may differ based upon the type and combination of elections taking place
- Draw the Count Supervisors attention to any doubtful ballot papers as instructed
- 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.

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 issued with a statement of secrecy.



# Counting Assistant Person Specification

Experience	
Essential	Desirable
None	Previous relevant experience such as working at an elections count or as a cashier

Skills/Personal Attributes	
Essential	Desirable
Numerate Accuracy and attention to detail Ability to follow instruction 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  Adherence to the terms of the Statement of Secrecy	