

Verification/Count Assistant job description

After polling has closed all the ballot papers must be counted. You will be checking that the number of ballot papers issued at a polling station is the correct number you find in the ballot box allocated to you at the count.

This is a straightforward role and although you need good communication skills. The main skill required is simply being able to count.

Verification/Count Assistants

Verification/Count Assistants work in a team lead by a Count Supervisors to ensure that the ballot papers are verified and counted correctly.

The role

To assist the Count Supervisor in carrying out the following:

- Comply with any instructions from the Returning Officer.
- Maintain the secrecy of the ballot.
- Count the ballot papers using the method designated by the Senior Count Supervisor.

Duties

- Work in a team to verify the number of ballot papers in the ballot box match the ballot paper account.
- Separate the ballot papers into candidates.
- Work in a team to count the number of votes per candidate.
- If required, re-count the ballot papers until a definitive total is agreed.
- Flag up any doubtful ballot papers to the Count Supervisor when counting.

The role is undertaken in a pressured environment and the greatest of care must be taken to ensure that mistakes are not made. You must always act impartially and respect the confidentiality of the material you are handling. Refrain from engaging in conversations with candidates, verification/counting agents, election agents, councillors or guests.

Essential

- A basic understanding of the election process.
- Able to work in a team, reliable, calm under pressure and have a professional manner as you are representing the council.
- Good administration, counting skills and attention to detail.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence in English applies.

*Please note: We do use a number of our own staff and supplement this with additional staff from outside who we hold on our database. When appointing staff we consider the person's experience; availability; preferences; where they live or whether they have access to transport and are prepared to travel.

The Returning Officer's decision on individual appointments is final and we will not normally notify unsuccessful applicants or enter into correspondence regarding unsuccessful applications.