



**Melton
Borough
Council**

**Electoral Services
Election Staff**

Job Description

Verification/Count Assistant

The Verification/Count team

The purpose of the Verification/Count team is to open ballot boxes, ensure the contents agree with the Ballot Paper Accounts 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 pressurized environment and the greatest of care has to be taken to ensure that mistakes are not made.

They must:

- Attend training
- Have read and agreed 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:

- Verify the contents of the ballot boxes for each election being held

- Separate votes into elections being held as directed.
- Count the number of ballot papers in a ballot box for each election being held.
- 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 may wish to bring your own food or drink. You will not be able to eat whilst carrying out the counting duties. Normally the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and 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 sign their agreement to maintain the secrecy of the poll.

Payment - The pay rate for this post depends on the election. The general election rate is currently £140.00

There is a training fee of £25.00

Updated: September 2019

This information is provided for guidance only and may be subject to change without notice.