



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:

- Comply with any instructions and guidance from the Returning Officer and If requested attend necessary 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 number of ballot papers in the ballot boxes for each election being held.
- Re-count if required.

Counting of Votes:

- 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 number, size and nature of the elections 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.

Depending on the election the count can take place the next day after polling day or through the night once the polling stations have closed. If the count takes place after polling has closed, 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

You will receive a fee for carrying out count duties and an additional fee for completing any required training which will be paid to your designated bank account.

The fee amount will be on your appointment letter.

This information is provided for guidance only and may be subject to change.