Job Description - Count Assistant

The Count team
The purpose of the 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 pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made. They must:
- Attend training if required
- Have read and agreed to the terms of the Secrecy Requirements
- 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:

  Verification
- Count the number of ballot papers in a ballot box
- Re-count if required

  Counting
- 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. If 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.

Requirements
Accuracy and attention to detail
Ability to follow instruction
Punctual and reliable
Calm under pressure
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
Be willing to attend training/briefing sessions as required
Acceptance and adherence to the terms of Secrecy Requirements
Previous Count experience desirable but not essential

Pay (2018) £17 per hour for night count starting at 10pm