

Electoral Services Casual Elections Staff

Verification/Count Assistant Job Description

Verification and Count

Each of the ballot boxes from the polling stations is opened, its contents checked against the relevant Ballot Paper Account, before the votes for each candidate standing at the election are counted.

The Verification/Counting Assistant

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:

- read and agree to the terms of the Statement of Secrecy;
- act impartially at all times 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.

The Duties

Work as part of a team, as designated by the Returning Officer and Senior Count Supervisor.

Stage 1 - Verification

- unfold, sort and count the number of ballot papers in each ballot box using the method designated by the Senior Count Supervisor;
- if required, re-count the ballot papers until a definitive total is agreed;
- repeat this process until all ballot boxes have been verified.

Stage 2 - Count

- Sort the ballot papers into votes for each individual candidate and count them using the method designated by the Senior Count Supervisor;
- if required, re-count the votes for each candidate until a definitive total is agreed.

Rates of Pay (subject to annual review)

Verification/Count Assistant fee (overnight count – 9.30pm start)	£17.00/hour
Verification/Count Assistant fee (daytime count – 9.00am start)	£14.00/hour
Travel expenses (per mile)	£0.45

How long the verification and counting process takes depends on the type of election, voter turnout, and whether any 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.

**Electoral Services
Casual Elections Staff**

**Count Assistant
Person Specification**

EXPERIENCE	
Essential	Desirable
	<ul style="list-style-type: none">• Previous verification/count experience.

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none">• excellent numeracy• accurate with a good attention to detail• able to follow instructions• punctual and reliable• calm under pressure	

OTHER	
Essential	Desirable
<ul style="list-style-type: none">• not have worked in support of a political party/candidate at the election, whether paid or unpaid.• not have been convicted of an offence under electoral legislation	