Job Description for 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 County 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 agree 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 their ballot boxes;
- Count the number of ballot papers in a ballot box;
- Re-count if required;
- Divide ballot papers into votes for individual candidates and count them using the method designated by the Returning Officer.

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 refreshments. 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.

The Retuning 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 an agreement to maintain the secrecy of the Poll.

Personal Specification – Count Assistant

Desirable	Essential
Previous experience as a Counting assistant.	Fully literate and numerate
Ability to work as a team member.	Good timekeeping.
	Ability to carry out work as instructed, accurately, even under pressure.
	Ability to remain politically neutral