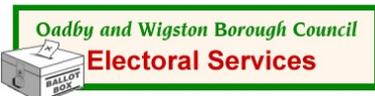




Person specification and job description Counting Assistant

FINALv1.1~ updated 2012.05.17

Employment	Temporary/Casual Employment
Post Title	Counting Assistant
Service ~ Section	Corporate Resources ~ Electoral Services
Responsible to	Licensing and Electoral Officer
Purpose of post	As a Counting Assistant, you will work in a team to sort and count ballot papers.
Basic requirements and skills:	<p>To be a counting assistant, the following would be desirable [D], and in some cases, essential [E].</p> <ul style="list-style-type: none">[E] Fully literate and numerate[E] Good timekeeping[E] Ability to carry out work as instructed, accurately, even under pressure[E] Ability to remain politically neutral[D] Previous experience as a counting assistant[D] Ability to work as a team member[D] Previous experience as a counting assistant[D] Ability to work as a team member



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Main responsibilities

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 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 the ballot boxes
- Count the number of ballot papers in a ballot box.
- 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 in case it is a lengthy process. 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.

Other job activities and requirements

- Working co-operatively with other poll staff, Electoral Services and colleagues across the wider organisation and to follow the instructions of Electoral Services staff at all times.
- Advise the Electoral Services office, in advance if possible, if you are unable to or you do not intend to carry out your duties as a Counting Assistant. A valid reason must be provided.
- Electoral Services have the right to revoke your appointment at any time if it is believed that you are not meeting your obligations. If your appointment is revoked you must return all issued items to the Electoral Services office immediately.
- Complying with any procedures and policies relating to equal opportunities and diversity.
- Complying with the statutory provisions of the Health and Safety at Work Act 1974.
- Participate fully with any performance appraisal processes as required.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change as necessity requires.