

JOB DESCRIPTION

Elections



JOB TITLE:	COUNTING ASSISTANT
RESPONSIBLE TO:	RETURNING OFFICER
REPORTS TO:	ELECTIONS MANAGER

Purpose of Job:
To work as part of a team to verify and count the ballot papers.

Hours of Work:
Working hours vary depending on the type, combination and timing of the election count:

- If counting overnight at the close of poll – 9:30pm until finished (approximately 4am)
- If counting in the daytime – 9:00am until finished (approximately 4pm)

Payment:
Grade 6 (SCP 15). Payment can vary depending on election type and extent of combination.

Core Tasks:

1. Sort and count ballot papers quickly and accurately.
2. Work as part of a team under the instruction and supervision of a Count Supervisor.
3. Recount ballot papers as required.
4. Work unsociable hours if an overnight count.
5. Adhere to the requirements of secrecy at all times.

Health & Safety: All employees have a responsibility for their own Health & Safety and that of others while undertaking their duties.

Legislation: To comply with Data Protection legislation and all other relevant and applicable statutory legislation.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the payment of the post.

Please note that we cannot employ anyone who has or intends to work or volunteer on behalf of a political party or candidate at any election.

Person Specification	
Essential	Desirable
Literate & Numerate.	Previous experience as a counting assistant.
Good timekeeping.	
Ability to work under pressure.	
Ability to remain politically neutral.	
Ability to work as part of a team.	
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