

JOB DESCRIPTION

COUNTING ASSISTANT

As a Counting Assistant, you will work in a team to sort and count ballot papers.

You will be expected to:

- Sort and count ballot papers quickly but accurately whilst under pressure and close scrutiny by candidates and agents.
- Work as part of a team
- Follow instructions from your supervisor
- Recount ballot papers as required
- Undertake work at unsociable hours
- Work subject to the Secrecy Requirements
- Assist with clearing up after the count has finished

In return, you can expect

- Full written instructions
- All stationery and equipment to carry out your duties

Estimated work commitment

Approx 6 hours (9:45pm – 4am on polling day)

Approx 7 hours (9:30am – 4:30 pm the day after polling day)

PERSONAL SPECIFICATION

COUNTING ASSISTANT

DESIREABLE	ESSENTIAL
Previous experience as a counting assistant	Fully literate and numerate with excellent attention to detail
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
	Not connected to, nor will assist any candidate or political party at the election

If you have any queries, please contact the elections unit on 01623 457321