

COUNTING ASSISTANT

JOB DESCRIPTION



PURPOSE:

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

HOURS OF WORK:

- If counting after close of poll – 9.30pm until finished (approximately 3am)
- If counting the day after the Election – 9.00am until finished (approximately 4pm)

These hours are estimated times and may vary. You will be required to remain at the Count until directed to leave by the Returning Officer

PAYMENT:

In the region of £100 for the duration

MAIN DUTIES:

- Sort and count ballot papers quickly and accurately
- Work as part of a team
- Follow instructions from the Senior Counter
- Recount ballot papers as required
- Possibly undertake work at unsociable hours
- Adhere to the Requirements of Secrecy

PERSONAL SPECIFICATION

DESIRABLE	ESSENTIAL
Previous experience as a counting assistant	Literate and Numerate
Ability to work as a team member	Good time keeping
	Ability to carry out work as instructed, even under pressure
	Ability to remain politically neutral

This is not a comprehensive list and is subject to change.