

ELECTORAL SERVICES CASUAL ELECTION STAFF



**WOKINGHAM
BOROUGH COUNCIL**

SENIOR COUNT ASSISTANT JOB DESCRIPTION

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 Senior Count Assistant Role

The role of the Senior Count Assistant is 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.
- Be polite and professional when dealing with candidates, agents, councillors or guests.

Duties:

The Senior Count Assistant will be responsible for a team of varying size as designated by the Returning Officer. They will:

Verification

Allocate contents of ballot box to Count Assistants.
Supervise the counting of the number of ballot papers.
Agree figures with Verification Table
Supervise re-counting of the contents if required.

Count

Allocate contents of ballot box to Count Assistants.
Supervise the division of ballot papers into votes for individual candidates and counting them using the method designated by the Returning Officer.
Advise figures to the Count Supervisor
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 should 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.

PERSON SPECIFICATION

| EXPERIENCE | |
|--|-----------|
| Essential | Desirable |
| Previous experience as Count Assistant | |

| SKILLS/PERSONAL ATTRIBUTES | |
|--|-----------|
| Essential | Desirable |
| Numerate Accuracy and attention to detail Excellent communication skills and the ability to explain procedures Punctual and reliable Calm under pressure | |

| OTHER | |
|--|-----------|
| Essential | Desirable |
| Must not have worked in support of a political party/candidate at the election, whether paid or unpaid. Must not have been convicted of an offence under Electoral Legislation Be willing to attend training/briefing sessions as required. Acceptance and adherence to the terms of Statement of Secrecy | |