Job for Casual Count Assistant

The Count Team
The purpose of the 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 Casual Count Assistants Role
The role of the Count Assistant is not difficult, but duties are 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;
- Refrain from engaging in conversations with candidates, agents, councillors, guests.

Duties
Casual Count Assistants will work in terms 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;
- Divide ballot papers into votes for individual candidates and count then 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. If the count takes place immediately after the close of poll (which is usually the case, but not always) you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks.

The Returning Officer is not permitted to recruit anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Payment
Payment will be made by BACS within 4 weeks after the election takes place. The pay rate for this post may differ for each election and will be determined as and when each election is announced.

Personal Specification – Casual Count Assistant

<table>
<thead>
<tr>
<th>ESSENTIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent literacy and numeracy skills</td>
</tr>
<tr>
<td>Good timekeeping skills</td>
</tr>
<tr>
<td>Ability to remain politically neutral</td>
</tr>
<tr>
<td>Ability to carry out work instructed - accurately, even under pressure</td>
</tr>
<tr>
<td>Previous experience as a counting assistant</td>
</tr>
<tr>
<td>Ability to work as a team member</td>
</tr>
</tbody>
</table>

This information is provided for guidance only and may be subject to change without notice.