

# Job Description

## Verification and Count Assistant

<b>Team:</b>	Elections
<b>Responsible to:</b>	Verification and Count Table Supervisors
<b>Salary:</b>	£10.41 per hour (+25% after 9pm/weekends)
<b>Location:</b>	Aldersley Leisure Village
<b>Working hours:</b>	Night – 9pm-3am
<b>(timings are approximate – varies depending on election)</b>	Day – 10am-4pm

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### Job purpose and role

Working as part of a team to sort and count ballot papers quickly but accurately whilst under pressure and under the observation of candidates and agents. You can work as a ballot box receipt officer or ballot box runner as well as a count assistant on the night.

### Principal duties and responsibilities

- (1) Work in a team as designated by the Returning Officer.
- (2) Verify and count the number of ballot papers in a ballot box and recount if required.
- (3) Alert the verification & count table supervisors to any doubtful papers as instructed.
- (4) Sort the ballot papers into votes for individual candidates using the method designated by the Returning Officer.
- (5) Counting of ballot papers and re-count if required.
- (6) Refrain from engaging in conversations with candidates, agents or guests.
- (7) Any other count assistant related duties as required.
- (8) Must have read and agreed the terms of the Statement of Secrecy.
- (9) Working following the count procedures under the guidance of the Table Supervisor.

# Person Specification Verification and Count Assistant

<b>Qualifications, Knowledge, Experience &amp; Skills:</b>	<b>Essential/ Desirable</b>
<ul style="list-style-type: none"><li>• Good communications skills and ability to follow strict instructions.</li></ul>	E
<ul style="list-style-type: none"><li>• Excellent numeracy skills, accuracy and attention to detail.</li></ul>	E
<ul style="list-style-type: none"><li>• Good personal presentation and commitment to customer care.</li></ul>	E
<ul style="list-style-type: none"><li>• Good administration/organisational skills and attention to detail.</li></ul>	E
<ul style="list-style-type: none"><li>• Team player and flexible attitude.</li></ul>	E
<ul style="list-style-type: none"><li>• Punctual and reliable and calm under pressure.</li></ul>	E