

Job Description: Count Assistant

Main Purpose of Role

To verify and count the ballot papers after the close of poll.

Main Duties

- Sort and count ballot papers quickly but accurately whilst under pressure and under close supervision by candidates and agents.
- Work as part of a team.
- Re-count ballot papers as required.
- Work subject to strict Secrecy Requirements.
- Assist with the clearing up after the count has finished.

Person Specification

- Requires good numeric skills, along with visual accuracy and attention to detail.
- Ability to follow instructions accurately.
- Ability to handle and count large volumes of confidential papers.
- Ability to work unsociable hours.
- Ability to remain calm whilst working under pressure.
- Flexible approach to both duty and working hours – it is not possible to leave before the count has finished, so you must ensure that you allow for possible overrun.
- Ability to remain politically neutral.