

## Democratic Services | Job Description & Person Specification



### Job Identity:

Post Title:	Count Verification Assistant - Temporary	Report to:	Count Verification Supervisor
Location:	Count Centre as assigned at each election	Grade:	Pay as per Scale of Charges and Fees for that poll
Responsible for:	n/a		

### Job Purpose:

To verify totals/sums of papers of the unused and spoilt ballot papers received from each polling station and record as required, completing the necessary paperwork.

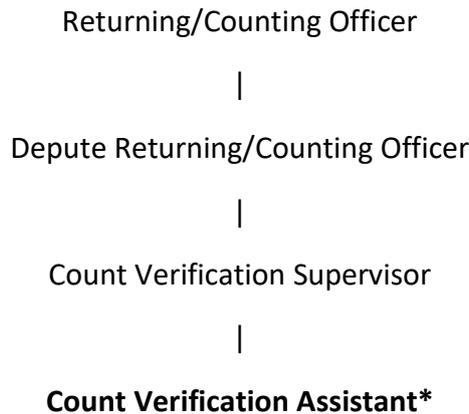
### Major tasks and duties:

1. To assist the Count Verification Supervisor at the Unused and Spoilt desk
2. Count and record on the slips provided the Unused and Spoilt Ballot Papers for each polling station as instructed by the Count Verification Supervisor.
3. When complete pass the slips to the Count Verification Supervisor.
4. Bring any anomalies to the attention of the Count Verification Supervisor.
5. Once verification of the Spoilt and unused ballot paper packages is complete, bundle in order into archive boxes as instructed by the Count Verification Supervisor.
6. Participate in training as provided by the elections office for the current poll if required.
7. Observe all Health and Safety arrangements
8. Observe and enforce the requirement for secrecy and security and act impartially at all times
9. Comply with any instructions issued by the Returning/Counting Officer

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all detailed duties.

**Reporting Relationships:**

This job is indicated by \*



**Person Specification:**

Personal Qualities, Experience and Qualifications:

- Ability to present a responsive, enthusiastic and competent image.
- Good attention to detail
- Ability to work in high pressure environment
- An understanding of the Voting process

Experience

- Previous experience in counting votes

Education/Qualifications

- A good standard of basic education in particular numeracy
- No other formal educational qualifications are required

Other Requirements:

- Must not have worked in support of a candidate at the election whether paid or unpaid.
- To complete a statement of secrecy on employment with regard to Section 66 RPA
- Must not wear colours or badges that might call into question impartiality. e.g. party colours