

Democratic Services | Job Description & Person Specification



Job Identity:

Post Title:	Count Collation 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.

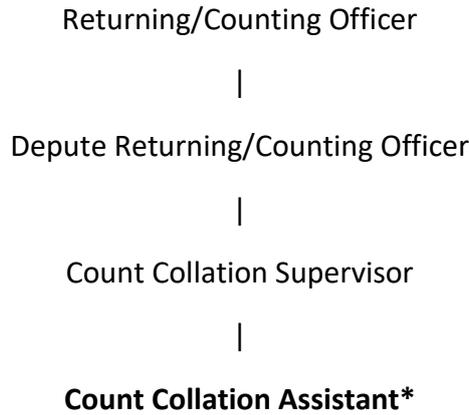
Major tasks and duties:

1. To assist the Count Collation Supervisor at the count collation desk
2. To receive ballot box account envelopes, open, unfold and order as required ready for verification entry
3. To receive ballot box count slips and communicate the totals to supervisor for entry and ensure that any anomalies are brought to his/her immediate attention
4. Order count slips quickly for easy reference
5. Use the provided spreadsheets to accurately enter and tally counted votes data
6. Assist in verification and collation data entry proofing
7. Be vigilant for cross checking and spotting any anomalies arising during verification or counting of the votes
8. Participate in training as provided by the elections office for the current poll if required.
9. Observe all Health and Safety arrangements
10. Observe and enforce the requirement for secrecy and security and act impartially at all times
11. 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