

JOB DESCRIPTION

POST TITLE	Count Assistant
DEPARTMENT	Electoral Services
REPORTS TO	The Returning Officer, and their deputies for the London Borough of Southwark

PURPOSE OF THE JOB

Count Assistants are employed by the Returning Officer at Parliamentary, Borough and GLA elections and referendums to verify, sort and count ballot papers quickly but accurately whilst under pressure and under observation of candidates and agents.

Count Assistants must be prepared to stay for the duration of the count. If the count takes place immediately after the close of poll at 10pm, staff will work overnight and into the early hours of the morning.

The time of the count will depend on the size and nature of the election and whether any re-counts are required.

There are two stages to the count:

- During the verification stage the ballot papers are counted to determine the total number of ballot papers in each ballot box
- At the counting stage the verified ballot papers are sorted by candidate. The total number of votes for each candidate are counted. The total number of votes plus any rejected ballot papers should match the total number of verified ballot papers.

RESPONSIBILITIES

- Comply with the instructions of the Returning Officer and Count Supervisors
- Work in pairs to count the total number of ballot papers in each ballot box
- Sort the ballot papers into votes for each candidate
- Count the number of votes for each candidate using the method designated by the Returning Officer
- Re-count if required for both the verification and count process
- Identify any spoilt ballot papers
- Complete any paperwork, as required
- Act impartially at all times
- Attend and complete all necessary training in advance of the count

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications:
A good understanding of the election process
Experience:
None required
Aptitudes, Skills & Competencies:
Good numeracy skills, with excellent attention to detail
Ability to carry out work as instructed, even under pressure
Excellent timekeeping
Special Conditions of Recruitment:
Comply with and promote the Council's Equal opportunities policy. Individuals cannot be employed for election duties if they have carried out any duties on behalf of any political party or candidate at the election.