

**Count Assistant**

**Job Description**

**Information**

To be confirmed

The hourly rate for this role is £20.08.

**Points to note:**

1. Count Assistants must be at the count venue by 8am, for a briefing, prior to the commencement of the count at 9am
2. It is anticipated that the count will finish by 6pm, but staff should be prepared to work longer hours in the event of delays or a recount
3. Count staff must not be employed by or on behalf of any political party or candidate involved in this election including in a voluntary/unpaid capacity.  Count staff must also refrain from signing any candidate’s nomination papers for this election or standing as a candidate themselves.
4. All staff employed by the Returning Officer must be impartial and must not have canvassed for, assisted or openly supported any candidate at the council elections.

**Duties of Count Assistants:**

1. Work in a team as designated by the Returning Officer.
2. Attend the briefing at 8:45am Friday 6 May prior to the count at the King’s Centre
3. Verify and count of the number of ballot papers in a ballot box and recount if required
4. Must be able to count quickly and accurately in a pressurised environment
5. Sort the ballot papers into votes for individual candidates using the method designated by the Returning Officer.
6. Alert the supervisors to any doubtful papers as instructed
7. Any other count assistant related duties as required, following the instructions of the Count Supervisors, and the Electoral Services Team