

The Verification and Count Team

The purpose of the verification/count team is to open ballot boxes, ensure the contents agree with the Ballot Paper Accounts and then count the votes for each candidate in the election.

The Count Assistant Role

The role of the Count Assistant is to assist with the above process. Duties will be undertaken in a pressurised environment and the greatest care has to be taken to ensure mistakes are not made.

Duties

- Work in teams as designated by the Returning Officer and under the direction and supervision of the Count Team Leader and the Count Team Supervisor
- Assist in the verification process (further instructions will be provided)
- Assist in the counting process (further instructions will be provided)
- Re-count if directed to
- Refrain from engaging in conversation with candidates and agents
- Act impartially at all times

Skills and competencies

- Accuracy
- Attention to detail
- Ability to follow instructions
- Punctual
- Reliable
- Calm under pressure
- Fully numerate
- Acceptance and adherence to the terms of the Statement of Secrecy
- Willing to attend training or briefing sessions (as required)

Additional Information

- The length of time a Count will take depends on the size and nature of the election, and whether re-counts are required. You must be prepared to stay as long as it takes to complete the process.
- If the Count takes place immediately after the close of poll you will start work late into the evening and into the early hours of the morning (you will be given adequate breaks).
- You cannot be employed for this position if you have/will carry out any duties on behalf of any political party or candidate (paid or unpaid).