



## **JOB DESCRIPTION**

### **COUNT ASSISTANT**

The purpose of the count is to open the ballot boxes, ensure the contents agree with the ballot paper accounts and then count the votes for each candidate in the election. Count Assistants for the General Election may need to work overnight and must take great care to ensure that mistakes are not made.

The rate of pay for election staff is not yet available but is likely to be around £135 for a count assistant. Payment will be made under deduction of tax at the standard rate unless you complete the appropriate form stating that tax is not deductible. The work is exempt from national insurance deductions.

#### Verification

- Count the number of ballot papers in a ballot box.
- Recount if required.

#### Count

- Sort the ballot papers into votes for individual candidates;
- Counting of ballot papers and re-count if required;
- Refrain from engaging in conversations with candidates, agents or guests;
- Other count assistant related duties as required.

Due to the nature of the work it is not possible to specify the exact length of time staff may be required to work. All the counts will start shortly after 10pm and it is expected that most will be complete by 3am. You must, however, be prepared to stay as long as it takes. You will be given adequate breaks and you should bring your own refreshments which may be taken at a designated area.

#### Personal Attributes:

- Numerate
- Accuracy to attention and detail
- Ability to follow instructions
- Punctual and reliable
- Calm under pressure

All candidates for count assistant will have to pass a test on speed and accuracy of counting before being appointed to the reserve pool. No payment will be made in respect of attendance at the test or travel expenses incurred.



## Notes

1. Election staff will be appointed solely on the basis of the information given on the application form and test results.
2. All staff will be required to sign their agreement to maintain secrecy and applicants must not stand as a candidate at the election; work (either paid or voluntary) for any political party or candidate, or sign the nomination paper of any candidate(s). Applicants must not have been convicted of an offence under electoral law.
3. The information given on your application form may be checked. If it is suspected that you have given false or misleading answers or omitted anything material, the matter may be passed to the police for investigation.
4. All successful applicants will be held on a reserve list. It may not be possible to appoint all successful applicants. The reserve list will expire on 30/6/2010.
5. Applicants must complete a statement of fitness on their application form which will initially be vetted by the HR Section and, if appropriate, referred to an occupational medical advisor.
6. Applicants who accept work are consenting to working hours which may be in excess of the statutory maximum working hours i.e. an average of 48 hours per week, if you also work permanently for any other employer which involves long hours. It is your responsibility to ensure that you take a daily rest break of at least 11 consecutive hours before you start your next job.