

JOB DESCRIPTION- COUNT ASSISTANT

The role of the Count Assistant is not difficult, but duties are undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made.

You will be expected to:

- Attend training if required.
- Work subject to secrecy requirements.
- Act impartially at all times and respect confidentiality of material handled.
- Refrain from engaging in conversations with candidates, agents, councillors or guests.

Duties:

Count Assistants will work in teams of varying sizes (usually small teams of 3)

As directed by the Table Leader, you will:

- Verify and Count the number of ballot papers in a ballot box using the method designated by the Returning Officer.
- Re-count if required.

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. As the Count takes place immediately after the close of poll, you will be required to arrive at 9:30pm for a briefing ready to start the count at 10pm. Hot drinks will be provided however you will need to bring your own food and water.

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

PERSON SPECIFICATION

EXPERIENCE

SKILLS/PERSONAL ATTRIBUTES

Desirable

- Previous Count experience

Essential

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

OTHER

Essential

- Must not have worked in support of a political party/candidate at the election, whether paid or unpaid.
- Must not have been convicted of an offence under Electoral Legislation
- Be willing to attend training/briefing sessions as required.
- Acceptance and adherence to the terms of Statement of Secrecy

