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| **COUNTING ASSISTANT**JOB DESCRIPTION |

**PURPOSE:**

To work as part of a team to verify and count the ballot papers.

**HOURS OF WORK:**

• If counting after close of poll – 9.30pm until finished (approximately 3am)

• If counting the day after the Election – 9.00am until finished (approximately 4pm)

These hours are estimated times. You will be required to remain at the Count until directed to leave by the Returning Officer

**PAYMENT:**

£10.47 per hour (daytime rate)

£15.70 per hour (evening / weekend rate)

**MAIN DUTIES:**

• Sort and count ballot papers quickly and accurately

• Work as part of a team

• Follow instructions given by the Senior Counter

• Recount ballot papers as required

• Possibly undertake work at unsociable hours

• Adhere to the Requirements of Secrecy

**PERSONAL SPECIFICATION**

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| **DESIRABLE** | **ESSENTIAL** |
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| Previous experience as a counting assistant | Literate and Numerate |
| Ability to work as a team member | Good time keeping |
|  | Ability to carry out work as instructed, even under pressure |
|  | Ability to remain politically neutral |
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This is not a comprehensive list and is subject to change.

UPDATED 15.02.21 for 6 May 2021 Elections