

# Count Assistant



## Job Description

<b>Job title:</b>	Count Assistant
<b>Job type:</b>	Administrative
<b>Responsible to:</b>	Count Supervisor
<b>Responsible for:</b>	N/A
<b>Key responsibilities and activities:</b>	
<ul style="list-style-type: none"><li>• Work as part of a team</li></ul>	
<ul style="list-style-type: none"><li>• Sort and count ballot papers quickly and accurately</li></ul>	
<ul style="list-style-type: none"><li>• Comply with any instructions from the Count Supervisor and/or Returning Officer</li></ul>	
<ul style="list-style-type: none"><li>• Act impartially at all times</li></ul>	
<ul style="list-style-type: none"><li>• Refrain from engaging in conversation with candidates, agents and councillors</li></ul>	
<ul style="list-style-type: none"><li>• Work until the whole count has been completed</li></ul>	
<ul style="list-style-type: none"><li>• Assist with tidying up once the count has finished</li></ul>	
<b>Additional information:</b>	
<ul style="list-style-type: none"><li>• You must read and agree to the terms of the Requirement of Secrecy</li></ul>	
<ul style="list-style-type: none"><li>• You cannot be employed if you have carried out any duties on behalf of any candidate or political party at the election, including signing a candidate's nomination papers</li></ul>	
<b>Hours / days required:</b>	<ul style="list-style-type: none"><li>• Training – approximately 30 minutes</li><li>• Count (night) – the duration of the count (9.30pm until finished)</li><li>• Count (day) – the duration of the count (9am until finished)</li></ul>
<b>Based at:</b>	Bexhill-on-Sea

## Person Specification

Criteria	Essential	Desirable
Experience		
Skills and abilities	Ability to carry out work as	Experience of working as

	instructed, even under pressure	a Count Assistant
	Ability to work as part of a team	
	Ability to remain politically neutral	
	Good timekeeping	
	Literacy and numeracy skills	
<b>Knowledge</b>		
<b>Other</b>		