



ADUR & WORTHING  
COUNCILS

# ELECTION STAFF RECRUITMENT

## COUNT ASSISTANT

The purpose of the verification/count team is to count the votes for each candidate in the election.

### Verification/Count Assistant role

The role of the Verification/Counting Assistant is undertaken in a pressurised environment and the greatest of care has to be taken to ensure that mistakes are not made. They must have read and agree to the terms of the statement of secrecy, act impartially at all times and respect confidentiality of material handled and refrain from engaging in conversations with candidates, agents, councillors or guests.

Their main duties are:

#### Verification

- Count the number of ballot papers in a box
- Re-count if required

#### Count

- Divide ballot papers into votes for individual candidates and count them 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. You must be prepared to stay as long as it takes.

### Person Specification

Experience	
Essential	Desirable
None	Previous Count experience
Skills/Personal Attributes	
Essential	Desirable
Numerate	
Accuracy and attention to detail	
Ability to follow instruction	
Punctual and reliable	
Calm under pressure	

Other	
Essential	Desirable
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 of Waiving of Working Time Directive for period of employment	

#### **In return, you can expect**

- Full written instructions
- All stationery and equipment to carry out your duties

#### **Estimated work commitment**

- 4 – 10 hours (dependent upon the elections being held)

#### **Fees**

No less than a set fee of £24.50 + an hourly rate of £8.30

#### **Training**

Attendance at a training session is essential.

#### **Impartiality**

All staff employed by the Returning Officer must be absolutely impartial and **must not** canvass for, assist or openly support a candidate or political party at election time.

#### **Other information**

All staff will be required to observe the secrecy of the poll.

If you are an employee of Adur and Worthing Councils you must ensure you have your line manager's permission to carry out election duties during your working hours.