

# JOB DESCRIPTION

**Post Title:** Verification and Count Assistant  
**Rate of pay:** £13 per hour day time, £17 per hour evenings and weekends  
**Responsible to:** Verification and Count Supervisors

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## **Main Purpose/Scope Of The Job**

- Working as part of a team to sort and count ballot papers quickly but accurately.

## **Key tasks/Accountabilities**

1. Work in a team as designated by the Returning Officer
2. Verify the number of ballot papers in a box and recount if required
3. Sort the ballot papers into votes for individual candidates using the method designated by the Returning Officer
4. Count the number of ballot papers in a ballot box and recount if required

## **Other duties:**

The post holder will be expected to:

- act in an efficient and professional manner at all times and refrain from engaging in conversations with candidates, agents or guests;
- work under instruction of Count Supervisor and assist with any related tasks as required.

## **The post holder will be expected to evidence appropriate levels of competence in the following areas:**

- Good communication skills and ability to follow strict instructions
- Excellent numeracy skills, accuracy and attention to detail
- Good personal presentation and commitment to customer care
- Team player and flexible attitude
- Punctual, reliable and calm under pressure