



## Counting Assistant (CA/CA2) - Job Description

### Purpose of the Counting Team

The role of the Counting Assistant is to ensure that instructions given by the Table Supervisor for the verification and counting of votes are followed.

Counting Assistants will count ballot papers into piles of 20 and the total number will be verified by the Table Supervisor to ensure the number of votes cast at polling stations and by post match the totals on the ballot paper accounts.

Once the totals are verified, assistants will separate the ballot papers and place into piles of candidates and doubtful ballot papers. Each pile of ballot papers for each candidate is then counted into 20's and then tallied up by your table supervisor.

The verification and count may take place following the close of poll at 10pm and staff are expected to work until finished. In some cases they may both take place the following day.

**As a counting assistant, you are responsible for the handling of the ballot papers and must take the greatest of care to ensure that mistakes are not made. You are expected to:**

### Counting Assistants must:

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the statement of secrecy
- Familiarise yourself with the location of the verification/count and how you will get there on time
- Follow instructions and flowcharts provided by your Table Supervisor
- Sign your appointment form on arrival at your counting table

### Duties:

- You will work as part of a team to sort and count ballot papers quickly and accurately
- You must act impartially at all times, dress in neutral colors, respect the confidentiality of material handled and refrain from getting involved in any controversial or political conversations between candidates, representatives or campaigners
- Ensure their conduct is exemplary due to the high profile nature of the election
- Check that they have the correct area, an official election mark and unique identifying mark on the ballot paper
- Re-count ballot papers or votes if required
- You must be prepared to work flexibly and remain until the whole count has been completed

### In return you can expect:

- A 10 minute briefing session upon arrival at your counting table
- All stationery and equipment to carry out your duties
- Tea, coffee and water provided for refreshment breaks

- Payment to be made within four weeks of polling day into your nominated bank account

## Personal Specification

### Essential

- Ability to work as part of a team
- Good timekeeping
- Ability to carry out work as instructed
- Remain calm under pressure
- Numeracy, accuracy and attention to detail

### Desirable

- Previous experience as a Counting Assistant

**Updated: March 2025**

*This information is provided for guidance only and may be subject to change without notice.*

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Office is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

### **Pension**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

### **Payment**

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

**Updated: October 2019**

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