

## COUNT / VERIFICATION SUPERVISOR

### Job Description

#### MAIN PURPOSE OF JOB

To verify and/ or count the ballot papers after close of poll, depending on the job appointed to.

#### WORKING HOURS

The following are only estimates as the count duration can vary. You will be required to remain at the count until directed to leave by the Returning Officer.

- If counting from the close of poll - 9.30pm until finished (approx 5.00am).
- If counting on a day after the close of poll - 9.00am until finished (approx 4.00pm)

#### MAIN DUTIES

The Senior Count Assistant will be responsible for a team of varying size as designated by the Returning Officer. They will:

##### Verification

- Allocate contents of ballot box to Count Assistants.
- Supervise the counting of the number of ballot papers.
- Agree figures with Verification Table
- Supervise re-counting of the contents if required.

##### Count

- Allocate contents of ballot box to Count Assistants.
- Supervise the division of ballot papers into votes for individual candidates and counting them using the method designated by the Returning Officer.
- Advise figures to the Count Supervisor
- Re-count if required.

##### General

- Work as part of a team
- Work subject to the Secrecy Requirements
- Assist with the clearing up after the count as required.

## Person Specification

Requires good numeric skills, along with visual accuracy and attention to detail.

Excellent communication skills and the ability to explain procedures

Ability to handle and count large volumes of confidential papers.

Able to work unsociable hours.

Able to work under pressure.

Flexible approach to duties and working hours – it is not possible to leave before the count has finished so you must ensure that you allow for a possible overrun.

Ability to remain politically neutral.