**Counting/Verification role description**

**Job purpose**

To work as part of a team sorting and counting ballot papers quickly but accurately, whilst under pressure and under observation of candidates and agents.

**Duties and responsibilities on count day**

You will:

* work in a team as chosen by the Returning Officer, Elections Team and Count Supervisor
* verify and count the number of ballot papers in a ballot box and recount if required
* alert the Count Supervisor of any doubtful ballot papers as instructed
* tidy up and make good the count table and count venue
* avoid making conversation with candidates, agents and guests
* always keep the secrecy of the ballot
* stay politically neutral

**Person specification**

Essential skills

You must:

* have good communication skills and the ability to follow instructions
* have good administration skills and attention to detail
* be a team player and have a flexible attitude
* be punctual, reliable and calm under pressure

Desirable skills

Previous experience as a Count Assistant is desirable.