VERIFICATION / COUNT ASSISTANT

JOB DESCRIPTION
Verification / Count Assistant (Casual Election Staff)

The Role
To work as part of a team following the instructions of the Verification or Count Supervisor in sorting and counting ballot papers quickly but accurately, whilst under pressure and under observation of candidates and agents. The role will be required to work at a Count Venue as assigned by the Returning Officer.

Duties and responsibilities

You will:
- arrive on time and be seated ready for a short training session from your table supervisor
- work in a team as chosen by the Returning Officer and Electoral Services Team
- verify and count the number of ballot papers in a ballot box against the verification totals and recount if required
- alert the Count Supervisor of any doubtful ballot papers as instructed
- tidy up and make good the count table at the end of the count
- remain politically neutral and always keep the secrecy of the ballot

As well as the duties listed, you may be asked to take on other tasks appropriate with your pay level.

PERSON SPECIFICATION

Skills	
Essential	You must: • have good communication skills and the ability to follow instructions • have good administration skills and attention to detail • be punctual, reliable and calm under pressure (candidates and agents are able to scrutinise the process you undertake) • be a team player and have a flexible attitude • able to travel to the Count Venue as required
Desirable	• Previous experience as a Verification / Count Assistant

Other

The Returning Officer is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election.

Please note the **Election Verification and Count** may be attended by our Communications Team and the Media who may take photos or record content to be used in the reporting of the event. All content will be made in accordance with the guidance and permission of the Returning Officer, and acceptance of these role includes your consent to your image being used.