

JOB DESCRIPTION



NORTH
NORFOLK
DISTRICT
COUNCIL

Counting Assistant

Service Area

Electoral Services

Manager/Team Leader

To the Electoral Services Team

To Count Manager and Supervisors (at Verification and Count Event)

Direct reports

N/A

Total Managed

N/A

Purpose of the Role

As a Counting Assistant, you will work in a small team to sort, verify and count ballot papers

You will be expected to:

- Sort and count ballot papers quickly and accurately
- Work as part of a team
- Follow instructions from your Counting Supervisor
- Strictly maintain neutrality in terms of your political views and opinions and not engage in conversations of such nature while on duty.
- Recount ballot papers as required
- Undertake work at unsociable hours
- Work subject to the Secrecy Requirements
- To take responsibility for your own Health and Safety at work and that of other persons who may be affected by your actions
- To take reasonable care for the Health and safety of yourself and other persons who may be affected by your actions or omissions at work.

In return, you can expect

- Full written instructions
- All stationery and equipment to carry out your duties
- Prompt payment after the election

Estimated work commitment

Approx 4 -10 hours either through the night into the early hours of the morning or during the day time at a date and time specified by the Returning Officer