

JOB DESCRIPTION

COUNTING ASSISTANT

As a Counting Assistant, you will work in a team to sort 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
- Recount ballot papers as required
- Undertake work at unsociable hours
- Work subject to the Secrecy Requirements

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

PERSONAL SPECIFICATION

COUNTING ASSISTANT

DESIREABLE	ESSENTIAL
Previous experience as a counting assistant	Fully literate and numerate
Ability to work as a team member	Good timekeeping
	Ability to carry out work as instructed, accurately, even under pressure
	Ability to remain politically neutral