

HERTSMERE BOROUGH COUNCIL

ELECTORAL SERVICES

COUNTING ASSISTANT JOB DESCRIPTION

SPECIFIC DUTIES AND RESPONSIBILITIES

Job Title: Counting Assistant

Job Purpose: To open ballot boxes, verify number of votes versus the number of ballot papers issued and to count the number of votes for each candidate.

You must not be employed by or on behalf of any political party or candidate including in a voluntary/unpaid capacity. You must remain politically neutral.

Specific duties and responsibilities:

1. Attend electoral services counting assistant training.
 2. Verify and count the number of ballot papers in a ballot box
 3. Check the counting of others if required
 4. Inform the counting supervisor of the verification and count numbers
 5. Divide ballot papers into votes for individual candidates
 6. Identify doubtful papers and bring them to the attention of the supervisor
 7. Recount if required
 8. Be prepared to work until the count concludes (adequate breaks will be assigned)
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1. Comply with the terms of the Secrecy provisions
 2. Comply with the requirements of health and safety legislation at all times
 3. Act impartially at all times and respect confidentiality of materials handled
 4. Refrain from engaging in conversations with candidates, agents, councillors or guests
 5. Act upon instructions from your supervisor

This job description reflects the present requirements of the role and should not be seen as an exhaustive list of responsibilities.

Duties may be refined or developed in consultation with Electoral Services.

Signed _____ **Date** _____

Privacy Statement

We will only use the information give us for electoral purposes. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you, or any personal information you may provide on other people, to anyone else or another organisation unless we have to by law.

The lawful basis to collect the information in this form is that is it necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Returning Officer as set out in Representation of the People Act 1983 and associated regulations.

The Returning Officer is the Data Controller. You should refer to the Privacy Notice at www.hertsmere.gov.uk/Your-Council/Democracy-Elections/Electoral-Services-Privacy-Notice for further information relating to the processing of personal data. The Privacy Notice explains how the Data Controller will use any personal information we collect about you when you use our services. We will use your information for the purposes we have set out; keep it securely; destroy it when we no longer need it; tell you the rights applicable to this personal information and how to exercise them; tell you who to complain to.