



Northumberland County Council

Job Description

Post:	Verification/Count Assistant (overnight)
Fee:	£18.26 per hour
Mileage	Allowance included in fee
Responsible To:	Supervisor, Supervisor Assistant
Responsible For:	N/A

Main purpose of the Job

To assist the supervisor to accurately verify the number of ballot papers.

To support the delivery of a professional, accurate and transparent verification and count.

Special Conditions

- The post holder must not have helped or been employed in any way, either directly or indirectly either for or against, any candidate, election agent or political party involved in this election
- Dress code is smart/casual

Main Duties

- Arrive in a timely manner
- Comply with all health & safety and Covid guidance as issued by the Returning Officer
- Comply with any instructions issued by the Elections staff or supervising team
- Read the instructions on the verification & count process
- Ensure accurate verification & count of ballot papers from the polling stations
- Ensure accurate verification & count of ballot papers from the postal vote sessions
- Make sure the secrecy of the ballot is not compromised
- Act impartially at all time
- Be polite and professional in dealing with candidates and agents and others entitled to be present at the verification of votes
- Keep your area neat and tidy

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.