

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Count Assistant

Responsible to: (Acting/Deputy/Local) Returning Officer

Job Objective: To count the number of votes cast for each candidate at the election.

Main Duties & Responsibilities:

1. To count the number of votes cast for each candidate in the ballot boxes assigned to a count station accurately in accordance with the instructions which will be issued by the (Acting/Deputy/Local) Returning Officer.
2. To attend training/briefing sessions as required by the (Acting/Deputy/Local) Returning Officer.
3. To act impartially at all times and adhere to the requirement of secrecy.
4. To refrain from engaging in conversations with candidates, agents, councillors or guests.
5. To assist with the tidying up of the count hall at the end of the count.