

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Verification Assistant

Grade: £15 per hour

Responsible to: Returning Officer

Job Objective: To verify the number of ballot papers found in ballot boxes at the close of poll.

Main Duties & Responsibilities:

1. To verify the contents of ballot boxes assigned to a count station accurately in accordance with the instructions which will be issued by the Returning Officer.
2. To attend training/briefing sessions as required by the 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, councilors or guests.
5. To assist with the setting up of the count hall for the count, if required.