

## **BROXTOWE BOROUGH COUNCIL**

### **JOB DESCRIPTION**

Job Title: Verification Assistant

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, councillors or guests.
5. To assist with the tidying up of the hall at the end of the verification, if required.
6. To assist with the setting up of the count hall for the count, if required.

Date of issue: January 2024