

## Count Archive Assistant (CAA2) - Job Description

### **Purpose of the Counting Team**

The role of the Count Archive Assistant is to verify, seal and archive all unused ballot papers, seal and archive all paperwork returned from polling stations and collate polling station stationery and equipment ready for the next election.

Verification of the unused ballot papers and archiving of paperwork may take place following the close of poll at 10pm and staff are expected to work until finished.

Collation of stationery and equipment from polling stations may take place the day following the poll during the counting of the votes. In some cases they may both take place the following day.

**As a count archive assistant, you are responsible for the handling of the ballot papers and must take the greatest of care to ensure that mistakes are not made. You are expected to:**

### **Count Archive Assistants must:**

- Read through your appointment letter thoroughly to ensure you understand the instructions provided by the Returning Officer and agree to the statement of secrecy
- Familiarise yourself with the location of the verification/count and how you will get there on time
- Follow instructions and flowcharts provided by your Supervisor
- Sign your appointment form on arrival

### **Duties**

- You will work as part of a team to verify unused ballot papers and polling station paperwork quickly and accurately
- You will work as part of a team to collate stationery and equipment for polling stations ready for the next election, following instructions from your supervisor
- You must act impartially at all times, dress in neutral colors, respect the confidentiality of material handled and refrain from getting involved in any controversial or political conversations between candidates, representatives or campaigners
- Ensure your conduct is exemplary due to the high profile nature of the election
- You must be prepared to work flexibly and remain until the whole count has been completed

### **In return you can expect:**

- A 10 minute briefing session upon arrival
- All stationery and equipment to carry out your duties
- Tea, coffee and water provided for refreshment breaks
- Payment to be made within four weeks of polling day into your nominated bank account

# Personal Specification

## Essential

- Ability to work as part of a team
- Good timekeeping
- Ability to carry out work as instructed
- Remain calm under pressure
- Numeracy, accuracy and attention to detail

## Desirable

- Previous experience as a Count Archive Assistant

**Updated: February 2024**

*This information is provided for guidance only and may be subject to change without notice.*

The (Deputy) Returning Officer/(Acting) Returning Officer/Local Returning Officer/Counting Office is not permitted to employ anyone who is/or has carried out duties on behalf of any political party or candidate at the election. All staff will be required to sign their agreement to maintain the secrecy of the poll.

### **Pension**

To help people save more for their retirement, all employers are now required by law to provide a workplace pension scheme. If you fit the criteria to be entitled to this we will write to you again closer to polling day with information regarding enrolment.

### **Payment**

Payment will be made to a designated bank account after polling day. A payment date will be communicated to staff once confirmed.

**Updated: October 2019**

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