

Job Description – Verification/Count Assistant

Reports to: Verification/Count Supervisor or Verification/Count Team Leader

Job Purpose

To undertake the counting of ballot papers at an election.

Main Role & Responsibilities:

1. Under the direction of the Supervisor/Team Leader, follow the process for verifying and/or counting ballot papers.
2. Bring to the attention of the Supervisor/Team Leader any ballot papers where the vote is unclear, or where an observer has questioned the vote.
3. Accurately tally ballot papers for verification.
4. Accurately sort ballot papers by candidate, and tally.
5. Read and understand the [Count Secrecy Requirements](#).

Useful links:

- [Examples of doubtful ballot papers](#)

Last updated: 12/02/2025

Person Specification – Verification/Count Assistant

Experience	
Essential n/a	Desirable Previously worked at an election
Skills & Personal Attributes	
Essential - Good numeracy skills - Excellent attention to detail - Ability to concentrate for long periods - A team player and flexible attitude - Punctual and reliable - Ability to work in a calm, methodical and impartial manner while being observed by candidates and agents	Desirable n/a
Other Requirements	
Essential - Must not have worked in support of a political party/candidate at the election, whether paid or unpaid - Must not have been convicted of an offence under Electoral Legislation - Agreement to waive the Working Time Directive for period of employment	Desirable n/a