

# Count Assistant (CA)

## What is the role of a Count Assistant?

The purpose of a CA is to verify that the number of votes in the ballot boxes matches with the number of ballot papers issued at the polling station and then count the votes for each candidate in the election.

The CA's duties are straightforward but undertaken in an environment that can at times be pressurised as the count is taken place in the presence of candidates, their counting agents or other observers. The greatest of care must be taken to help prevent miscounting from happening.

A Count Assistant will work for approximately six to seven hours which could involve an overnight count.

At a single election, the count will take place immediately after Stage 1 – Verification. At a combined election, where more than one election is being run, the Count – Stage 2 may take place the following day(s).

## How much will a CA earn on the day?

Please scan the QR code for more details.

## What does a CA do on election day?

- Attend brief training at the count venue prior to the start of the job
- Read and agree to the terms of the Secrecy provisions at the count
- Act impartially at all times and respect the confidentiality of material handled
- Refrain from engaging in conversations with candidates, agents, councillors or guests
- Act upon instructions from your supervisor
- Count the number of ballot papers in a ballot boxes as instructed
- Double-check the counting of other CAs as required
- Inform the supervisor of the number of ballot papers counted
- Divide ballot papers into votes for individual candidates/options and count as instructed
- Identify doubtful papers and bring them to the attention of the supervisor
- Recount if required
- Comply with the requirements of health and safety legislation at all times, taking due care of themselves, colleagues and others in attendance
- Be prepared to work until the count concludes (adequate breaks and drinks will be provided)

A CA is not permitted to have carried out duties on behalf of any political party or candidate at the election.

## What are the requirements for becoming a CA?

- Experience of working at a count venue is desirable
- Ability to work independently and under pressure
- Literate and numerate
- Good timekeeping
- Ability to handle and count large volumes of confidential papers
- Ability to treat people fairly and respectfully at all times
- Ability to remain politically neutral and not support a political party/candidate at the elections
- Not connected to, nor will assist, any candidate or party in the election
- Ability to comply with the requirement for secrecy and instructions regarding the use of social media

For more information, please contact the Electoral Services team:

[electoral.staffing@bristol.gov.uk](mailto:electoral.staffing@bristol.gov.uk)

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