

## Office assistant level 1/counting officer

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An office assistant level 1/counting officer reports to the relevant manager or team leader responsible for their operations. This may include election manager, hub manager, project manager, program manager or count team leader.

The duties of the office assistant are to assist the manager with one or more of the following tasks. The following list of typical duties is not exhaustive and includes other duties as directed by the manager.

### **Duties:**

- complete all required training
- provide administrative support, including data entry and telephone enquiries
- collect from and deliver mail to the post office
- set up resources for reception counter and respond to public enquiries
- assist with the selection and appointment of staff
- input of staff timesheets in personnel system
- assist with set up of election functions e.g. ballot draw, early voting centres, training, counting and election day
- copy and distribute training materials
- assist in the allocation and distribution of resources to voting centres
- issue ballot papers
- ensure the tracking and security of ballot materials at all times
- process requests for early, replacement and postal ballot papers as authorised by the election manager
- process returns of ballot material, including the scanning of postal returns
- assist with the extraction and counting of ballot papers and, where relevant, the preparation for data entry of ballot paper preferences
- assist with the receipt, collection, packaging, and storage of materials, including sensitive electoral material
- assist with receipt and recording of results in ems from voting centres
- prepare documentation and reports for use by the relevant manager
- assist in the return of materials from voting centres.

The role of the counting officer is to assist with the conduct of the scrutiny at an election according to the procedures set out in the counting team leader Information notes. This role involves long periods of standing. The counting officer is accountable to the counting team leader and election manager to deliver electoral services in an efficient, impartial, and professional manner.

### **Duties:**

- be familiar with the rules for formality of ballot papers
- operate note-counting machines
- operate letter-opening machines
- assist with any required preliminary checks for declaration votes (e.g signatures)
- assist with the opening of postal declaration envelopes and extraction of ballot papers

## Duty statement – office assistant level 1/counting officer

- assist with the sorting and counting of ballot papers to achieve first preference results
- assist with any rechecks
- assist with any preference distribution or proportional representation counting
- complete tracking documentation during counting as specified in procedures
- assist with any recounts
- assist with completion of required results documentation
- assist with preparation of ballot papers for computer count
- label the bundles of ballot papers and place into security boxes
- label the security boxes as instructed
- other duties, as directed by the counting team leader or election manager and
- at Parliamentary elections, assist with preparation of batches of below the line region ballot papers for dispatch to the count centre