

Counting Officer

A Counting Officer reports to the Counting Team Leader. 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 or Region Co-ordinator 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
- 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, Election Manager or Region Co-ordinator and
- at Parliamentary elections, assist with preparation of batches of below-the-line Region ballot papers for dispatch to the count centre.