



## **Job Description Enumerator**

### **The Verification/Count team**

The purpose of the Verification/Count team is to open ballot boxes, ensure the contents agree with the Ballot Paper Accounts and then count the votes for each candidate in the election.

### **The Enumerator Role**

The role of the enumerator is not difficult, but duties are undertaken in a pressurized environment and the greatest of care has to be taken to ensure that mistakes are not made.

The enumerator must:

- act impartially at all times and respect confidentiality of material handled and
- behave appropriately and refrain from engaging in conversations with candidates, agents, councillors or guests.

### **Duties**

Enumerators will work in teams of varying sizes as designated by the Returning Officer.

As directed by a Count Supervisor, they will:

- verify the contents of the ballot boxes;
- count the number of ballot papers in a ballot box;
- re-count if required;
- divide ballot papers into votes for individual candidates and count them using the method designated by the Returning Officer and
- re-count if required.

### **Skills/Experience**

- good numerical skills, preferably with experience in a financial role;
- ability to work under pressure;
- the ability to understand and work to written guidance notes and
- good customer care skills.

## **Payment and Tax**

The fee for each election is set by the Returning Officer and tax will be deducted at source if applicable.

## **Other Information**

The length of time a Count takes will depend on the size and nature of the election and whether re-counts are required. You must be prepared to stay as long as it takes. Normally the Count takes place immediately after the close of poll, you will start working late into the evening and potentially into the early hours of the morning. You will be given adequate breaks and refreshments will be provided.

## **Important Note**

The Returning Officer 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 who are appointed will be required to aid in maintaining the secrecy of the poll.**

## **Immigration, Asylum and Nationality Act 2006**

Under the terms of the Immigration, Asylum and Nationality Act 2006, only individuals who have a right to work in the United Kingdom are eligible for public appointments, including appointments made by the Returning Officer for elections. Staff who are offered an appointment will be asked to provide proof of eligibility.

## **Data Protection**

The information which you provide will be processed by the Returning Officer, which is the 'data controller' for the purposes of Data Protection legislation and will only be used in relation to the proper management of the election process and in the administration of election staff. Information will be shared with our payroll service and, if you are required to work at any election, with HM Revenues & Customs for the purposes of payment and collection of taxes.

We may also share your data in order to comply with our legal obligations to protect public funds (<https://www.clacks.gov.uk/regulation/nfi/>).

You can find our full **Privacy Statement** on Council Website.

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