

Verification Supervisor job description

During the Verification stage, in which ballot papers are verified to make sure the correct number of ballot papers are moved onto the counting stage, supervisors are required to manage a table of assistants and are placed in charge of a ballot box which is given to them.

Duties include:

- Managing a table of verification assistants
- Helping count into bundles of 25 (or as required)
- Adding up verified ballot paper totals and reporting this to the control team
- Maintaining high levels of concentration and attention to detail



The verification usually commences immediately following the close of poll at 10pm, once the ballot boxes begin arriving at the venue where the verification is taking place (this is usually Hutton Moor Leisure Centre). All equipment will be provided.

Staff will need to arrive on time as indicated by the Elections team, or after dropping off their sealed ballot box if working in a polling station earlier that day. Verification staff will be expected to stay for the duration of the verification so it is therefore recommended that staff bring their own refreshments.

Fee

Verification Supervisors are paid a flat rate fee of £90 for the first 4 hours and if the duration lasts beyond that, an increased rate of £22.50 per hour after that due to working anti-social hours.

Please note that these rates are subject to change

Contact us!

To enquire about working as a Verification Supervisor, or for more information, please contact electoral.staffing@n-somerset.gov.uk or call 01934 634909.