# Count Support Officer (CSO) - Duty Statement

| | |
|---|---|
| **Title:** | Count Support Officer |
| **Rate of pay:** | $37.20 (inclusive of 25% casual loading) |
| **Reports to:** | Voting Centre Manager |
| **Location:** | Various (positions available across Victoria) |
| **Last reviewed:** | June 2026 |

## 1. Position statement

This role supports the accurate and timely counting of ballot papers at selected voting centres. Count Support Officers assist the Voting Centre Manager by following election procedures, applying correct counting methods and helping ensure the integrity of the count.

## 2. Duties

The Count Support Officer:

- reads and understands the instructional products
- assists with counting activities, including unfolding ballot papers, determining formality, sorting and counting
- completes all required training
- arrives at the voting centre by 5:30 pm
- supports the Voting Centre Manager in delivering a secure and efficient count
- maintains the security of ballot papers and other election materials at all times
- understands and follows the VEC code of conduct, VEC policies, guidelines and procedures, and risk standard procedures
- performs other duties as requested.

## 3. Key selection criteria

The Count Support Officer is able to:

- be familiar with ballot paper formality rules and counting requirements
- follow instructions, use sound judgement and work accurately under time pressure
- handle ballot papers carefully and maintain confidentiality and integrity
- contribute to a team environment and communicate clearly with colleagues and managers

- demonstrate attention to detail, reliability, impartiality and professionalism
- work in a busy voting centre environment with repeated manual handling tasks.

## 4. Physical requirements

The following list is not exhaustive, and other tasks may be required.

The Count Support Officer should be able to:

- move between sitting, standing and walking while undertaking tasks across different areas of the venue as required
- safely lift, carry, and pack materials and equipment such as ballot papers (usually less than 13 kilograms), which may involve pushing, pulling and squatting actions
- perform tasks requiring fine motor skills, concentration and sustained visual focus.