**Poll Clerk**

**Person Specification**

**Experience**

|  |  |
| --- | --- |
| Essential | Desirable |
|  | A basic understanding of the Election process. |

**Skills/Personal Attributes**

|  |  |
| --- | --- |
| Essential | Desirable |
| Good communication skills.  Good personal presentation.  A commitment to customer care.  Good administration skills and attention to detail.  A team player and flexible attitude.    Punctual and reliable.  Able to lift polling booths. |  |

**Other**

|  |  |
| --- | --- |
| Essential | Desirable |
| Must not have worked in support of a Political Party/Candidate at the election, whether paid or unpaid. | Transport |
| Be willing to attend training/briefing sessions as required.  Must not have been convicted of an offence under Electoral Legislation.  Acceptance of Waiving of European Time Directive for period of employment. |  |