**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. |  |