

**ELECTORAL SERVICES
CASUAL ELECTION STAFF**

**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 ballot boxes 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.	