

**POSTAL VOTE ISSUE/OPENING CLERK
PERSON SPECIFICATION**

EXPERIENCE	
Essential	Desirable
None.	Understanding of Postal Vote procedures.

SKILLS/PERSONAL ATTRIBUTES	
Essential	Desirable
Accuracy and attention to detail. Ability to follow instruction. Punctual and reliable.	Confident in using computers.

OTHER	
Essential	Desirable
Must not have worked in support of a Political Party/Candidate at the election, whether paid or unpaid.	
Be willing to attend training/briefing sessions as required.	
Must not have been convicted of an offence under Electoral Legislation.	
Acceptance and adherence to the terms of Statement of Secrecy.	