

**ELECTORAL SERVICES  
CASUAL ELECTION STAFF**

**PRESIDING OFFICER  
PERSON SPECIFICATION**

<b>EXPERIENCE</b>	
Essential	Desirable
A basis understanding of the election process. To have worked previously as a Poll Clerk on at least two occasions.	Experience in a range of elections – Local – Parliamentary or European

<b>SKILLS/PERSONAL ATTRIBUTES</b>	
Essential	Desirable
Excellent communication skills and the ability to explain procedures to a variety of people.	Able to lift ballot boxes Able to lift polling booths
High level of personal presentation and professional manner. A commitment to customer care. Good administration skills and attention to detail. A team player and flexible attitude. Calm under pressure. Punctual and reliable	

<b>OTHER</b>	
Essential	Desirable
Must not have worked in support of a Political Party/Candidate at the election, whether paid or unpaid.	Use of car able to carry two ballot boxes
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.	