

BROXTOWE BOROUGH COUNCIL

PERSON SPECIFICATION

POLL CLERK

Qualifications & Training	Essential/ Desirable	Measure
Basic numeracy and literacy	E	1

Knowledge & Experience	Essential/ Desirable	Measure
Experience of working in a customer service environment	D	1
Working knowledge of the electoral process	D	1

Skills & Abilities	Essential/ Desirable	Measure
Excellent communication skills and the ability to explain procedures to a variety of people, including the ability to be assertive to obtain the necessary information	E	1
High level of personal presentation and professional manner	E	1
A commitment to customer care	E	1
The ability to complete the work assigned to you	E	1
Ability to maintain confidentiality	E	1
A commitment to equality and diversity	E	1
Ability to use tact and diplomacy when dealing with members of the public	E	1
Ability to handle difficult situations	E	1
Good timekeeping	E	
Ability to remain politically neutral	E	
Ability to work independently under pressure	E	

Other Requirements	Essential/ Desirable	Measure
Access to own transport.	D	1

Car Allowance

This post does not carry a designated car user status. Mileage will be paid at 45p per mile, subject to the submission of VAT receipts for fuel covering the period of the claim.

Measure

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]