

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	1
Ability to remain politically neutral	E	1
Ability to work independently under pressure	E	1

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 a travel claim form.
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Measure:

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

Date of issue: January 2024