

Person Specification Summary and Fees For Temporary Electoral Duties – 2 May 2019

The General Skills and Personal Attributes are essential for all applicants in addition to those listed for each particular duty

General Skills				
<ul style="list-style-type: none"> ▪ Literacy and Numeracy ▪ Ability to work accurately with attention to detail, so ensuring all the statutory regulations covering electoral duties are met. 				
Personal Attributes				
<ul style="list-style-type: none"> ▪ Accuracy; reliability; punctuality and impartiality ▪ Integrity; honesty and ability to keep sensitive details secure. ▪ Conscientious with a common sense approach, able to identify any issues and take appropriate action 				
Particular Duties	Work Experience/ Specialist Knowledge	Specific Skills	Attitude	Fees
Poll Clerk – various locations across North Kesteven	None	<p>A good team worker</p> <p>Ability to follow verbal and written instructions</p>	Good interpersonal skills, customer focused and courteous	£158.40 and 45p per mile for travel to polling station. There is also £40 training fee to complete on-line training and attend a face to face session (includes travel). You must complete/attend the training in order to work as a poll clerk. Hours of work are 6:30am to 10:30pm and you cannot leave the polling station during this time.
Counting Assistant - Location: ONE NK Sports Centre, Moor Lane, North Hykeham, LN6 9AX	None	<p>A good team worker</p> <p>Ability to follow verbal and written instructions</p>	Patient and resilient	<p>Night time rates on 2 May 19: £14.50 per hour (includes travel)</p> <p>Day time rate (from 8am to 6pm) on 3 May 19: £9 per hour (includes travel)</p>