

PERSON SPECIFICATION - CLERK TO THE COUNCIL

SKILLS	EXPERIENCE AND KNOWLEDGE	QUALIFICATIONS	ATTITUDE
ESSENTIAL	ESSENTIAL	ESSENTIAL	ESSENTIAL
Good time/work load management	At least 2 years' experience of office work	Education to GCSE Level/ O level in Maths and English	Willingness to work some evenings
Ability to work under pressure and to respond politely and helpfully to queries on all occasions	A basic understanding of the structure of Local Government	Proven IT Skills (word, excel, publisher)	Willingness to undertake training and take responsibility for advising Council as to lawful conduct
Ability to work accurately and to deadlines	Accounting procedures		A desire to serve the local community
Excellent verbal and written communication	Able to deal with difficult situations, and good at networking in order to draw on experience of others		Flexible attitude to hours of work
Ability to motivate and follow up action by others: employees, councillors and volunteers			Self-motivated & polite telephone manner
DESIRABLE	DESIRABLE	DESIRABLE	DESIRABLE
	Local Council Administration	Qualification in Local Council Administration	
	Knowledge of local area	Website creation - using online site	