

## Person Specification

### Assistant Clerk

	Desirable	Essential
<b>Skills, Abilities, Qualifications &amp; Experience</b>		
A minimum of 4 GCSE or equivalent qualifications including Maths and English at Grade C or above		✓
Fast and accurate keyboard skills		✓
Experience of using Microsoft Office Suite		✓
General Computer Literacy		✓
Experience of Minute Taking	✓	
Problem Solving Experience	✓	
General office experience including answering phones & providing a reception service		✓
Experience of dealing with the general public		✓
Experience of using and developing a range of administrative systems		✓
Accurate Data Input/Record Keeping skills		✓
Ability to be the first point of contact for directing calls/giving relevant information effectively		✓
Experience of working for a Parish Council	✓	
Able to work extra hours (on occasion) to provide holiday cover / take on specific projects	✓	
Ability to attend occasional evening meetings		✓
Willing to attend additional training, including ILCA Qualification		✓
A knowledge, awareness and commitment to equal opportunities policies		✓
<b>Character &amp; Personal Qualities</b>		
Excellent Verbal & Written Communication Skills		✓
Flexible & Adaptable Approach to Tasks		✓
Planning and Organisational Skills		✓
Ability to Prioritise Tasks		✓
Understanding of Confidentiality Requirements		✓
Problem Assessment and Solving Skills		✓
Co-operative and Positive Approach		✓
Customer Service Orientation		✓
Sympathetic and Professional Manner		✓
Ability to work under supervision, on own initiative and as part of a team		✓
Excellent Attention to Detail		✓
Reliable and Punctual		✓
Flexible and Adaptable Approach to Working Hours		✓
Able to Demonstrate commitment to the Parish Council		✓