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| **Clerk to Treeton Parish Council – Person Specification** | | | | |
| **Requirements** | **Essential** | **How identified** | **Desirable** | **How identified** |
| Relevant experience | Accounts    Office administration | Application form    Application form | Experience of Local  Government  Minute writing | Application form    Application form |
| Qualifications |  |  | O level/GCSE Maths,  English, Accounts    Qualified Clerk status | Application form      Application form |
| Skills | Literate and numerate    Able to speak clearly and concisely face to face and by telephone.    Computer literate    Good verbal / written  communication skills    Ability to read and understand complex and lengthy documents with a view to extracting relevant information for Councillors.    Ability to relate well to members of the Parish Council, professional | Application form    Interview        App. Form / Interview    App. Form / Interview      Interview              Interview | Independent working            Desktop publishing, upkeep of website | App. Form / interview            App. Form / Interview |
|  | contacts and members of the public. |  |  |  |
| Skills [cont.] | Excellent organisational skills | Interview |  |  |
| Knowledge |  |  | Local government, parish councils, local issues. | Interview |
| Availability | At least 10 hours per week during the day and evening. | App. Form and interview |  |  |
| Disposition | Confident, able to be assertive when appropriate, self motivated with an interest in local issues. | Interview |  |  |

References will be taken into account when assessing the suitability of all candidates.