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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.