PERSON SPECIFICATION

CLERK

Attribute	Description	Essential	Desirable
Experience	Experience of working in local government including committee administration.		X
Skills	 Ability to communicate effectively, either orally, in writing or electronically and to present views positively. Possesses a high degree of literacy and numeracy. Possesses excellent organisational skills. Ability to use MS Word / Excel. Ability to develop relationships with people at all levels in the organisation. Ability to work efficiently and effectively under pressure and on own initiative Experience in dealing with the public. 	X X X X X X X X	
Knowledge / Qualification	 Knowledge of all tiers of local government and their inter-relationship. Knowledge of local government finance and accounting. Either holds CiLCA or is willing to work towards obtaining CiLCA. Willing to undertake any additional required training. 	X X	x x
Equal Opportunities Other Requirements	 A knowledge, awareness and commitment to equal opportunities policies. Availability to attend evening meetings. Availability to attend meetings elsewhere in the village during the day and to have a 'presence' in the village Ability to maintain confidentiality. Good project management skills. Computer literate in relevant software packages Ability to work on own initiative 	X X X X X X X	