**Wotton-under-Edge Town Council**

**PERSON SPECIFICATION**

**Job Title: Assistant Clerk**

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| Key Requirements | Desirable | Essential |
| Qualifications | * Good general education
* CiLCA
 |  **X** | **x** |
| Experience and Knowledge | * Previous experience in office environment
* Knowledge of local government / local authority administration experience
* Experience of working in a public facing role
* Knowledge of Health & Safety requirements
* Experience of managing other staff and personnel matters
* Knowledge of Wotton-under-Edge
 | **X****X****X****X****X** | **X** |
| Key Skills | * Able to work in a small team or alone
* Able to work on own initiative and complete tasks without supervision
* Confidence in dealing with unexpected and difficult situations and people
* To assess situations and offer solutions
* Be computer literate and confident user of Word, Excel, Outlook and the Internet
* Have website and social media (including Facebook / Twitter) skills
* Excellent time management
* Methodical working approach with high levels of accuracy and attention to detail
* High level of administrative skills
* Experience of Agendas and Minute taking
* Good standard of written communication
 |  | **X****X****X****X****X****X****X****X****X****X****X** |
| Personal Qualities | * Excellent face to face communication and telephone manner
* Well organised
* Flexible and able to multi-task
* A willingness to learn and take responsibility for own personal development
* Collaborative working style
* Pro-active and innovative approach to work
 |  | **X****X****X****X****X****X** |
| Other | * Driving licence and access to car/cycle
* Willingness to work occasional unsocial hours
* Willingness to work occasional flexible hours

  |  | **X****X****X** |