**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** |