

WOTTON-UNDER-EDGE TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Assistant Clerk

Key Requirements		Desirable	Essential
Qualifications	<ul style="list-style-type: none"> ▪ Good general education ▪ CiLCA 	X	X
Experience and Knowledge	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ 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	<ul style="list-style-type: none"> ▪ Driving licence and access to car/cycle ▪ Willingness to work occasional unsocial hours ▪ Willingness to work occasional flexible hours 		X X X