

Job Description – Assistant Clerk

Salary: Scale LC 1 (23) Dependent upon skills/experience

£21,057.00 pro-rata

(15 hours per week including evenings and weekends plus additional hours as required)

Overall Responsibilities

The Assistant Parish Clerk will work generally with the Parish Clerk to ensure the smooth running of the Parish Council.

In the absence of the Parish Clerk the Assistant Clerk will be responsible for the operation of the Council's services, administration and financial management, including day to day management and dealings with members of the Council, partners and general public.

Specific Responsibilities

1. To assist the Parish Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
2. Will assist with and work under the direction/supervision of the Parish Clerk on general daily financial matters
3. To receive correspondence and documents on behalf of the Council and under the direction of the Parish Clerk, or in the absence of the Parish Clerk or other designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council
4. Deal with problems/issues raised by the partners/public and Councillors, over the telephone, through correspondence or at the office
5. To assist to prepare agendas for all meetings of the Parish Council and Council Committees. If requested, to attend Committee and Council meetings, to take minutes and write them up
6. To assist in the production of minutes and implementing recommendations and resolutions
7. To be involved in and develop the Parish Council website
8. To be involved in the production of the Parish Council newsletters
9. To be involved with the Parish Clerk and Councillors in producing press releases and photos for public consumption in order to promote the Council and maintain its high public profile
10. Accurate record keeping and administration
11. To assist with the organisation of and attend various events
12. To attend call-outs, visit premises, open spaces and make deliveries, as required
13. To attend training courses or seminars on the work and role of the Council as required by the Council
14. To ensure that the Council's obligations in respect to Health and Safety and Risk Assessment are observed
15. To support and liaise effectively with the Parish Council employees
16. To undertake such other duties as may be required from time to time commensurate with the level of the post.

General duties and responsibilities

- **Training:**
The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping his/her own training needs under review and bringing any training requirements to the attention of the Clerk.
- **Health and Safety:**
The post-holder will take reasonable care for the health and safety of herself /himself and of other persons who may be affected by her/his activities and where appropriate safeguarding the health and safety of all persons under her/his control and guidance in accordance with the provisions of Health and Safety legislation.

The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of her/his duties.
- **Equal Opportunities:**
The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.
- **Customer Care:**
The post holder will deliver services in a way which is sensitive and responsive to those receiving such services.