PERSON SPECIFICATION

Post Title	Senior Clerical Assistant	Band	3	Job Evaluation Reference	G533

Required Attributes		
1. EDUCATION AND TRAINING	**Essential**	**Desirable**
• **Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)** ***equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study**		
Educated to SCQF Level 4 (e.g. National Certificate/Higher) or equivalent knowledge/experience	✔	
ECDL		✔
2. KNOWLEDGE AND EXPERIENCE	**Essential**	**Desirable**
• **Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Working with the public	✔	
Moderate experience working in an office environment	✔	
Working to tight deadlines, in a multi-tasking environment and processing of financial documentation	✔	
Microsoft Office Packages, office procedures and equipment	✔	
D&G Council financial/ HR/ performance monitoring / H&S software		✔
3. SKILLS AND ABILITIES	**Essential**	**Desirable**
• **Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Good organisational and interpersonal skills	✔	
A high degree of accuracy	✔	
Minute taking		✔
Ability to demonstrate tasks as required		✔
Ability to prioritise own workload		✔
4. PERSONALITY FACTORS	**Essential**	**Desirable**

• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Self-motivated and adaptable	✔	
Courteous and polite	✔	
Discretion/Confidentiality	✔	
Good team player	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities · Understand – our children's needs · Protect – our vulnerable people · Promote – equality and diversity • Open and transparent – at all times · Respect – our environment · Treat – each other with kindness		

Guidance:
A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.