

**SECRETARY TO THE TOWN CLERK**

**Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
Secretarial skills	<ul style="list-style-type: none"> <li>• Excellent computer skills using Microsoft Office (Word, Powerpoint, Excel, Access, Outlook)</li> <li>• Experience of using Microsoft Publisher</li> <li>• Excellent skills in web administration</li> <li>• Excellent telephone skills</li> <li>• Excellent written and oral communication skills</li> <li>• Experience in taking and writing minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Shorthand</li> <li>• Experience of managing diaries</li> <li>• Experience of working within a Civic environment/local government</li> </ul>
Organisational skills	<ul style="list-style-type: none"> <li>• Highly organised</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising events</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>• A real team player</li> <li>• Willingness to get involved in the variety of events that the Town Council undertakes</li> <li>• Preparedness to work outside normal working hours</li> <li>• Willingness to undertake training</li> <li>• Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver with access to own car</li> <li>• First aid at work qualification or willingness to undertake this</li> </ul>