

**THIRSK TOWN COUNCIL
ASSISTANT CLERK
PERSON SPECIFICATION**

	Essential	Desirable
1. Educational Qualifications	Educated to GCSE or equivalent level Commitment to continuing professional development	Educated to degree or HND level
2. Work Experience	A working knowledge of Microsoft Office including Word and Excel Office/administration and customer service experience IT/typing skills Good written and oral communication skills and telephone manner Experience of dealing with members of the public.	Knowledge of local government
3. Management	Evidence of forward planning to achieve long-term objectives Ability to organise and prioritise workload and set targets Ability to problem solve Be adaptable and flexible to meet the needs of the Town Council	Able to make judgements about difficult situations and make appropriate recommendations
4. Skills	Able to produce reports on financial and other subjects, coherently, objectively and analytically Understanding of the operating environment of a Town Council Good presentation skills Experience of servicing meetings and offering appropriate advice Strong communication skills Ability to act impartially	
5. Other	Able to attend evening meetings and demonstrate flexibility as required	Evidence of working with local communities Local knowledge

