

## **ASSISTANT CLERK – THIRSK TOWN COUNCIL**

Thirsk Town Council has a vacancy for a part-time Assistant Clerk to assist with the duties, services and functions of the Council.

The successful candidate will:

- have excellent IT/typing/communication skills
- have proven office/administration and customer service experience
- be able to organise and prioritise workloads
- be adaptable and flexible to meet the needs of the Council.

The post will be based on fourteen hours over two days per week and the salary will be NJC point 22 (pro-rata) with the actual salary being £7817 per annum.

Occasional attendance at evening meetings and minute taking will be required.

Application packs are available from the Town Council (telephone: 01845 526445/email: [clerk@thirsk-tc.gov.uk](mailto:clerk@thirsk-tc.gov.uk)) or can be downloaded from [www.thirsk-tc.gov.uk](http://www.thirsk-tc.gov.uk).

Closing date for receipt of applications is 12 noon on Tuesday 29 August 2017.