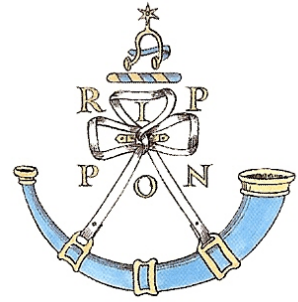


# Ripon City Council

Mayor's Parlour  
Town Hall  
Market Place South  
Ripon  
North Yorkshire  
HG4 1DD



Tel / Fax: 01765 604097  
Email: [clerk@riponcity.gov.uk](mailto:clerk@riponcity.gov.uk)  
[www.riponcity.gov.uk](http://www.riponcity.gov.uk)

## *Vacancy for position of Administrative Assistant*

### *Temporary Position to 31 March 2018*

*16 hours a week*

Applications are invited from people with experience of minuting meetings, good communication skills, office administration and ability to deliver to deadlines.

This includes some evening and occasional weekend work.

- Salary scale LC1 (SCP 15-17) -£17,072 to £17,772 (pro-rata)
- Pension & local government employment conditions.

For details & application forms, contact the Clerk to the Council, contact details above or view the webpage below to download forms.

<https://riponcity.wordpress.com/vacancies/>

Closing date 27<sup>th</sup> October 2017 at noon.