

Ripon City Council



PERSON SPECIFICATION

ESSENTIAL CRITERIA	HOW IDENTIFIED
Good standard of English and written skills	Application form/interview
Good IT skills	Application form/interview
Previous Office Experience	Application form
Excellent administration skills	Application form/interview
Willingness to attend evening meetings	Application form/interview
Ability to prioritise own work load	Interview
Able to work as an effective team member	Application form/interview
And to work on own in the office	Application form/interview
Effective time management skills	Interview
Minute taking	Application form
Willingness to be flexible	Interview
Awareness of Data Protection Act	Interview
Honest and Reliable	Application form/interview
DESIRABLE CRITERIA	HOW IDENTIFIED
Experience of Council administration	Application form/interview
Some political awareness / sensitivity	Application form/ Interview
Knowledge of Local Authority Structures	Application form/interview
Knowledge of the District	Application form/interview

Administrative Assistant Temporary Position to 31 March 2018