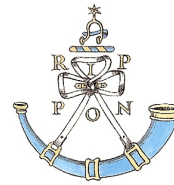


Ripon City Council



PERSON SPECIFICATION DEPUTY CLERK

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in local government • Committee administration. • Experience of monitoring budgets and preparing financial statements and accounts 		<p>X</p> <p>X</p> <p>X</p>
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, either orally, in writing or electronically and to present views positively. • Possesses a high degree of literacy and numeracy. • Possesses excellent organisational skills. • Computer literate in relevant software packages (MS word (including mail merge) and excel are used in the office) • Ability to update the City Council website • Ability to develop relationships with people at all levels in the organisation, and with local organisations. • Ability to work efficiently and effectively under pressure both as part of a team and on own initiative. • Experience in dealing with the public. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
Knowledge / Qualification	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship. • Knowledge of the City of Ripon. • Willing to undertake any additional relevant training. 	<p>X</p>	<p>X</p> <p>X</p>
Equal Opportunities	<ul style="list-style-type: none"> • A knowledge, awareness and commitment to equal opportunities policies. 	<p>X</p>	
Other Requirements	<ul style="list-style-type: none"> • Availability to attend evening meetings • Availability to attend meetings elsewhere in the town during the day. • Ability to maintain confidentiality. • Good project management skills. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	