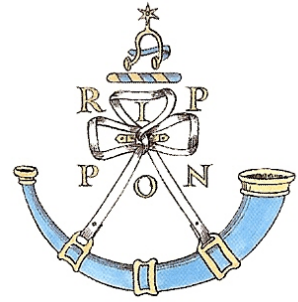


Ripon City Council

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



Tel / Fax: 01765 604097
Email: clerk@riponcity.gov.uk
www.riponcity.gov.uk

Vacancy for position of Deputy Clerk based at Ripon Town Hall

37 hours a week

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

Core hours of work 9am – 5:30pm Monday to Friday.

This post includes some evening and very occasional weekend work for which time off in lieu will be given.

- *Salary scale LC2 (SCP 26-29) -£23,866 to £26,470*
- *Pension & local government employment conditions.*

For details & application forms, contact the Clerk to the Council, contact details above.

Closing Date – noon on Monday 2nd July 2018