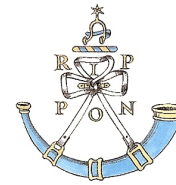


Ripon City Council



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 (Word (including mail merge) and Excel are used in the office to an intermediate level. An example being the bookings system for the various rooms in Hugh Ripley Hall is kept in an Excel spreadsheet from which invoices are prepared using mail merge before being entered into the accounting system. • 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>	<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 Ripon during the day. • Ability to maintain confidentiality. • Good project management skills. 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	