

**PERSON SPECIFICATION**

**POST TITLE:** Clerical Assistant (Systems Development)

**DIVISION/UNIT:** Corporate Support Services / HR, IT and Business Support

**JOB SPECIFIC COMPETENCIES**

	Essential	Desirable	Evidence/Method of Assessment
1. Experience	<ol style="list-style-type: none"> <li>1. Previous experience of clerical work.</li> <li>2. Previous experience of data input.</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous experience of a Computerised System.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to work to deadlines.</li> <li>2. Good verbal and written communication skills.</li> <li>3. Knowledge of MS Office Word &amp; Excel.</li> <li>4. Good numeric skills.</li> <li>5. Ability to produce accurate work with attention to detail.</li> <li>6. Ability to work effectively as part of a team.</li> <li>7. Ability to deal with employees/managers and the public in a courteous and helpful manner.</li> </ol>		Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> <li>1. Minimum of 1 Standard Grade, or equivalent qualification.</li> </ol>		Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Ability to maintain confidentiality.</li> <li>3. Drive and determination to complete tasks.</li> <li>4. Willingness to learn and develop within the job.</li> <li>5. Willingness and ability to carry out routine work.</li> </ol>		Interview References
Additional Job Related Requirements			