



Vacancy for Assistant Clerk

Maltby Town Council is an active Council that seeks a highly motivated, enthusiastic person to take on the post of Assistant Clerk.

The post is part time, 15 hours per week and the salary is in accordance with National Joint Council recommendations; pay scale LC2, points 18 to 23, dependent upon qualifications and experience.

Duties include providing support to the Town Clerk and Members of the Town Council, which will include primarily undertaking administrative duties as directed by the Clerk.

The successful applicant will have good communication, administrative and literacy skills as well as a good IT skill set, as they will be interacting with the public, Councillors, and other organisations in both verbal and written formats. The assistant clerk needs to be organised, flexible and able to show initiative.

Prior relevant experience is an advantage but training in all aspects of local government administration, will be provided.

The application form, job specification and personal specification are available from:

clerk@maltbytowncouncil.co.uk

Closing date for applications: 25th June 2021