

Job Description



Post: Clerical Assistant

Post Number:

Department:

Grade: 8 - 10

Responsible to: Administration Assistant

Responsible for:

Purpose of the Post:

Under the direction of a supervisor provide general clerical support to the Section. To assist other staff and to provide a clerical service.

General Duties

1. Under supervision, assisting in reception areas, meeting the public, recording visitors, answering the telephone using the correct salutation and taking accurate messages for other staff.

Clerical Tasks

2. To receive, date stamp, sort and distribute incoming and external mail.
3. To provide clerical support including photocopying, faxing, e-mailing, preparing mail shots, shredding records and assisting in the completion of routine forms.
4. Assist with the upkeep of manual records, inputting computerised records and assisting with filing systems.
5. To produce standard documents from IT systems.

Resources

6. To operate office equipment e.g. photocopier, scanner, shredder, computer etc.
7. To arrange orderly and tidy storage of office supplies eg. Stationery.





Duties and Responsibilities

8. To participate in all aspects of training and development.
9. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
10. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
11. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.



This post is/is not subject to Disclosure.



This post is/is not Politically Restricted in accordance with the Local Government and Housing Act 1989.



The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.



Date Prepared:



