

**CLERK/PROPER OFFICER
MARY TAVY PARISH COUNCIL**

Personal Specifications

Essential	Preferred	Optional
Computer literate and proficient with <i>MS Word, Excel and emailing.</i>		
A willingness to work towards the CiLCA qualification *	Some training/experience in local government or a community organisation	Holds a Certificate in Local Council Administration (CiLCA)
Ability to prioritise tasks and meet deadlines		
Reliable and confident in an administrative role and able to work alone for periods of time		
<ul style="list-style-type: none"> ◆ good communication skills ◆ a team leader ◆ a pleasant manner ◆ calm under pressure 	Good literacy and numeracy skills	
Able to work one evening meeting per month Prepared to work flexi-time when additional evening meetings are required		
Driving licence and own transport (mileage allowance paid) Attendance at local site visits and meetings held out of area, as agreed by Council		
Requirement to read, analyse the relevance and precis official documents for Council	Present professional advice to Council, where appropriate	

* **Certificate in Local Council Administration (CiLCA) training:**

CiLCA is a recognised qualification for the Town and Parish Councils' sector designed by the National Training Strategy.

This core skills qualification is awarded to those who submit a portfolio of evidence demonstrating their skills in local council administration.

The core skills are: Roles and Responsibilities, Law, Procedures, Finance, Planning, and Community Action.