

Sligo County Council



Candidate Information Booklet (Please read carefully)

Creation of panel for position of:

Clerical Officer (Grade III)

Closing Date : 4:30 p.m. on Thursday 11th July 2024

Completed Application Form, including required supporting documentation, should be returned to the:

Human Resources Department, Sligo County Council

via e-mail to jobs@sligococo.ie

GENERAL INFORMATION

Sligo County Council is the Authority responsible for Local Government in County Sligo. The corporate headquarters are located at County Hall, Riverside, Sligo, and there are three Municipal Districts [Borough District of Sligo (Sligo/Strandhill), Municipal District of Sligo (Sligo/Drumcliffe) and Municipal District of Ballymote-Tubbercurry]. Sligo County Council has 18 elected members and approximately 460 staff. The Chief Executive of Sligo County Council is Mr. Martin Lydon and the Cathaoirleach is Cllr. Gerard Mullaney.

Sligo County Council provides a diverse range of services across a large geographic area. Key services areas include Housing, Planning, Local Enterprise Office, Community and Economic Development, Transportation, Motor Taxation, Water, Environment, Emergency Services along with Libraries and the Arts and Heritage. These operations are supported by internal services which include ICT, Corporate, Finance and Human Resource functions.

THE COMPETITION

Sligo County Council is currently inviting applications from suitably qualified persons for the post of Clerical Officer (Grade III). Sligo County Council will, following the interview process, form a panel for the post from which future relevant vacancies may be filled subject to sanction approval from the Department of Housing, Local Government & Heritage.

This panel will exist for one year and may be extended for a further period of one year at the discretion of the Chief Executive. Suitably qualified persons are invited to apply for inclusion on the panel.

JOB DESCRIPTION

The Clerical Officer is a key support position within the Council providing a comprehensive general administrative and clerical support to a section or department.

The Clerical Officer works as part of a team to meet work goals and objectives and to deliver quality services to internal and external customers. The duties of a Clerical Officer are varied and can involve assignment to different parts of the organisation or different areas of work. The work of the Clerical Officer requires that employees in the role function in a flexible manner and work effectively together as a team to deliver required outcomes or outputs. The Clerical Officer is expected to carry out their duties in a manner that enhances public trust and confidence.

OMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

CLERICAL OFFICER (GRADE III)

QUALIFICATIONS FOR THE POST

1. **Character**

Candidates shall be of good character.

2. **Health**

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. **Education**

Candidates shall:

have obtained at least Grade D (or a pass), in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme

or

have passed an examination of at least equivalent standard

or

have had at least two year's previous service in a post of Clerical Officer, Clerk/Typist (Clerical Duties), Clerk/Typist (Typing and Clerical Duties) or Clerk/Typist under a Local Authority or Health Board in the State

or

have satisfactory relevant experience which encompasses demonstrable equivalent skills.

4. **Citizenship**

Candidates must, by the date of any job offer, be:

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or

- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

5. **Desirable Skills & Experience**

The ideal candidate will demonstrate:

- Knowledge and understanding of the functions of a local authority.
- Understanding of the role of a Clerical Officer.
- Relevant administrative experience and clerical skills.
- Strong customer service ethos.
- Experience of working as part of a team.
- Knowledge and experience of operating ICT systems.

Competencies for the Post

The competencies listed below are the Local Authority competencies for this post. Candidates will be expected to **demonstrate sufficient evidence within their application form** of competence under each of these. Please take particular note of these competencies when completing the application form as short-listing or interview processes may be based on the information provided by candidates in Section D of the application form:

Customer Focus

- Take pride in the quality of service delivered and seeks to improve it.
- Relate well to others and maintains positive working relationships.
- Represent the organisation positively and professionally when dealing with members of the public and other stakeholders.

Planning and Organising Work

- Deliver a high standard of service in line with work plans and schedules.
- Manage time and workload effectively.
- Take initiative when they see the opportunity to make a contribution.

Team Work

- Work as part of a team to ensure delivery of plans and schedules.
- Have a strong team ethic of co-operation and mutual support.

Communicating Effectively

- Have effective written and verbal skills.

Personal Effectiveness

- Be open to taking on new challenges or responsibilities.
- Be positively motivated to deliver a quality service.
- Adopt a positive and constructive approach to work.
- Bring enthusiasm and commitment to their role.

COMHAIRLE CHONTAE SHLIGIGH/SLIGO COUNTY COUNCIL

CLERICAL OFFICER (GRADE III)

PARTICULARS OF OFFICE

1. The Post

The post is Clerical Officer. Permanent and temporary vacancies arising at this grade will be filled from the panel formed from this competition. The post is a pensionable whole-time position on the basis of a 35 hour 5 day week.

2. Duties

The duties shall be such clerical/administrative and secretarial as may be assigned to the employee from time to time by the Local Authority and shall include the duty of deputising for other employees of the Local Authority when required and such duties as may be assigned to them in relation to any other area of the Local Authority.

Key Duties and Responsibilities of the post are:

1. To participate in and support the work of the section or department to ensure that work programmes are delivered in accordance with the operational plans.
2. To communicate and liaise with team members, supervisors, members of the public and others in relation to operational matters in their section or area of work.
3. To prepare reports, correspondence and other documents as necessary.
4. To provide a comprehensive administrative and clerical service as required.
5. To ensure high levels of customer services, responding to queries and requests for information in a professional courteous and timely manner.
6. To support and participate in all change management initiatives within their area of work or the wider organisation.
7. To support and assist team members as required.
8. To participate in corporate activities and responsibilities appropriate to the grade.
9. To be in compliance with Health and Safety legislative requirements, policies and procedures and safe systems of work.
10. To deputise for the line manager or equivalent as required.
11. To undertake any other duties of a similar level and responsibility, as may be required, or assigned, from time to time.

3. Salary

The salary shall be fully inclusive and will be as determined from time to time. Holders of the office shall pay to the local authority any fees or other monies (other

than their inclusive salary) payable to or received by them by virtue of their office or in respect of services which they are required by or under any enactment to perform.

Current Salary Scale

€29,021 - €30,736 - €31,160 - €32,016 - €33,268 - €34,522 - €35,776 - €36,686 - €37,719 - €38,914 - €39,763 - €40,950 - €42,144 - €44,390 - €45,985 (LS1)

Holders of the post will be paid at the appropriate point on the pay scale in accordance with the relevant Department Circular. New entrants to the Local Authority sector will be appointed to the minimum of the scale.

4. Superannuation

- a) Persons who become pensionable employees of a local authority who are liable to pay the Class A rate of PRSI contribution will be required, in respect of their superannuation, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration, plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).
- b) Persons who become pensionable employees of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.
- c) All persons under (a) and (b) above who become pensionable employees of a local authority will be required, in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme, to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the Scheme.
- d) Persons who are pensionable under the Single Public Sector Pension Scheme, effective from 1 January 2013, contributions in respect of Superannuation shall be deducted at a rate of 3% of pensionable remuneration plus 3½% of net pensionable remuneration (i.e., pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependent or qualified children).

5. Probation

There shall be a period after such employment takes effect during which the person appointed will hold the post on probation. Such period shall be six months commencing on the first day of service but the Chief Executive may, at their discretion, extend such period. Such person shall cease to hold the post at the end of the period of probation or extended period of probation, unless, during such period or extended period, the service of such person is certified as satisfactory.

6. Retirement Age

For appointees who are deemed to be “new entrants” as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, there is no compulsory retirement age.

For appointees entering the Single Public Service Scheme, compulsory retirement age will be 70.

For appointees covered under the provisions of the Public Service Superannuation (Age of Retirement) Bill 2018, compulsory retirement age will be 70.

7. **Residence**

The holder of the office shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

8. **Method of Selection**

(a) **Selection** shall be by means of a competition based on an interview conducted by, or on behalf of, Sligo County Council. The interview may be arranged online or face to face. The Council will not be responsible for any expenses incurred by candidates in attending for interview. A panel will be formed of those who are most successful in the competition. The top performing candidates at final selection interview, whose names are placed on the panel, and who satisfy the local authority that they possess the qualifications declared for the position and that they are otherwise suitable for employment, may within the life of the panel, be employed as appropriate vacancies arise.

The life of the panel shall be one year from the date it is formed, unless extended by the Chief Executive.

(b) **Short-Listing:** While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sligo County Council may decide that a smaller number will be called to the next stage of the selection process. In this respect, the Council provides for the employment of a short-listing process to select a group who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience.

The short-listing criteria may include both the essential and desirable criteria specified for the position. It is, therefore, in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Candidates may be short-listed for final competitive interview on the basis of:

- (a) The information provided on the application form, including both the essential and desirable criteria, relevant experience and competency questions, or
- (b) A preliminary interview or
- (c) Appropriate test i.e. aptitude test, etc. or
- (d) any mix of the above.

One or more of the following criteria may apply when short-listing applications either through the application form or preliminary interview:

- Education
- Relevant Work Experience – Range & Depth
- Competencies displayed
- Attention to detail

Those deemed most suitable in relation to the relevant criteria will be called for a final competitive interview.

9. Garda Vetting/References

The successful candidate may be subject to the Garda Vetting Procedures in line with the provisions of the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 to 2016 as appropriate in advance of appointment.

The appointment of any successful candidate will be subject to receipt of references which are satisfactory to the employer.

10. Medical Examination

For the purpose of satisfying the requirements as to health, it will be necessary for the successful candidate, before they are appointed, to undergo at their expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

11. Period of Acceptance of Offer

The local authority shall require persons to whom appointments are offered to take up such appointments within a period of not more than one month and, if they fail to take up the appointments within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint them.

12. Normal Working Hours

Normal working hours are 9.00 a.m. to 5.00 p.m., Monday to Friday, with a minimum of 30 minutes to be taken as lunch break. The successful candidate may, from time to time, be required to work outside normal office hours, including at weekends as necessary.

13. Annual Leave

Annual Leave shall be 27 days per annum. Annual leave and public holidays shall be given in accordance with the provisions of the Organisation of Working Time Act, 1997.

14. Sick leave

As per Sligo County Council's current Sick Leave Scheme and Attendance Management Policy & Procedure, as amended by the Public Service Management

(Sick Leave) Regulations, 2014, and any subsequent Regulations made from time to time.

15. Travelling & Subsistence Arrangements

Travelling and subsistence expenses at the approved rates shall be paid for authorised travel.

16. Training

Successful candidates will be required to undertake any course of training which is determined relevant by Sligo County Council.

17. Data Protection

Sligo County Council is compliant with Data Protection Legislation including the provisions of the Data Protection Act 2018 and GDPR. To access Sligo County Council's Data Protection Policy and Privacy Statements, please see the following link: [Data Protection \(GDPR\) \(sligococo.ie\)](https://www.sligococo.ie).