

PARISH ASSISTANT CLERK ADMINISTRATOR (AC2) (part-time)

Job Description

1. General Duties

The overall purpose of the ASSISTANT CLERK ADMINISTRATOR's (AC2) role is to be part of the Parish Office Staff Team, having responsibility for specific activities of the Council, and to assist the Clerk in general activities. In particular the position requires good skills in the following areas: computer use, confident telephone manner and verbal communication, organisation and administration, ability to work without close supervision, adaptability.

2. Specific duties

- 1) Receiving public enquiries in person, by email and by telephone, and responding or distributing to other Team members as appropriate. Entering enquiries into the Customers Services Log.
- 2) Processing the community buildings bookings system; responding to customer queries.
- 3) Office administration: ordering consumables.
- 4) Management of Councillor training; maintenance of councillor records
- 5) Preparing and issuing meeting agendas for some committee meetings of the Council
- 6) Following appropriate induction and training, to attend committee meetings and take and produce minutes.
- 7) Cemetery matters: deputising for AC1 in managing the Council's cemetery records and liaising with funeral directors
- 8) Additional duties, as time permits: Substituting for the work of other member of the Parish Office staff team, as required to cover sickness and leave periods.

3. Reporting: the AC2 will report to the Clerk and attend weekly staff briefing meetings at the Parish Office.

4. Place of work: The AC2 will be based at the Parish Office, Trinity Road, Hurstpierpoint.

5. Employment: Employment terms and conditions are in accordance with the Joint National Committee.

- a) **Permanent position:** The post is permanent, subject to a satisfactory probation period.
- b) **Salary: in the range £9,600 to £11,400 per year** depending on experience and actual agreed working hours (part-time 18 to 20 hours) (Based on JNC Scale LC1 – 20 -22 Salary Scale.)
- c) **Annual Leave: 4 weeks per year** Equivalent to 20 days each year for a 37-hour working week, pro-rata for part-time.
- d) **Sick leave:** As defined by the JNC conditions.
- e) **Pension:** The Council operates the West Sussex County Council LGS Pension scheme, with contributions by employee and the Parish Council.
- f) **Hours of work:** To be agreed but normally between the range 9.00am and 4.00pm (30 minutes lunch break) Monday to Thursday. There is a requirement for some flexibility to change patterns of work to suit the needs of the job and as agreed with the Clerk. Occasional evening work is required.
- g) **Overtime:** Overtime will not normally be paid, except with the express agreement of the Clerk. When additional hours are worked then it would be normal for the same time to be taken in lieu.