



**Comhairle Contae Mhuineacháin
Monaghan County Council**

Candidate Information Booklet

Clerical Officer (Grade 111)

**Closing Time and Date:
4.00pm on Friday 3rd September 2021**

Monaghan County Council is committed to a policy of equal opportunity.

POST OF CLERICAL OFFICER

QUALIFICATIONS

Character:

Candidates shall be of good character.

Health:

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

Education, Experience Requirements etc.

Each candidate shall, on the latest date for receipt of completed application forms –

- (1) (a) 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**
- (b) have passed an examination of a least equivalent standard, **or**
- (c) have had at least two year's previous service in a permanent and pensionable office 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**
- (d) have satisfactory relevant experience which encompasses demonstrable equivalent skills

Each candidate must include on the application form details of all qualifications obtained by them. The invitation to attend for Interview is not to be regarded as an admission that you possess the prescribed qualifications and/or requirements for this post or are you qualified by law to hold the post. Documentary proof will be required before appointment where you claim credit for particular qualifications, experience, etc.

POST OF CLERICAL OFFICER

PERSON PROFILE

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.

Duties

The key duties and responsibilities of the post of Clerical Officer include:-

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

POSITION OF CLERICAL OFFICER
PARTICULARS

1. POSITION

The office is wholetime and pensionable. A panel will be formed from which permanent or temporary vacancies arising during the lifetime of the panel may be filled.

2. SALARY:

The current salary scale for the position of Clerical Officer is:-
€24,602, €26,218, €26,618, €27,425, €28,604, €29,786, €30,968, €31,826,
€32,799, €33,926, €34,726, €35,845, €36,969, €39,086, LSI 1 €40,589.
Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage. **In accordance with Departmental Circular letter EL 02/2011, a person who is not a serving local authority employee on or after 1st January, 2011 will enter the scale at the minimum point.**

3. WORKING HOURS

The post entails a wide range of duties which require maximum flexibility and will be based on a 37 hour week. The Council reserves the right to alter the hours of work from time to time.

4. PROBATION:

Where persons who are not already permanent employees of a local authority are appointed, the following provisions shall apply;

- (a) there shall be a period after such appointments take effect during which such persons shall hold such position on probation,
- (b) such period shall be one year but the Chief Executive may at his or her discretion extend such period,
- (c) such persons shall cease to hold such position at the end of the period of probation unless during such period the Chief Executive has certified that the service of such persons is satisfactory.

5. SUPERANNUATION

A person who becomes a pensionable employee of the Local Authority will be required in respect of their Superannuation to contribute to the Local Authority at the appropriate rate.

6. GARDA VETTING/CHILD PROTECTION

Successful candidates may be subject to the Garda Vetting Procedures and will be required to complete Appendix V of the County Council's Child Protection Policy.

7. HEALTH

For the purpose of satisfying the requirements as to health it will be necessary for successful candidates, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the local authority.

8. ANNUAL LEAVE

The annual leave entitlement for this post will be 27 days per annum. Granting of annual leave, payment for annual leave and arrangement for public holidays will be governed by the provisions of the Organisation of Working Time Act, 1997.

9. RETIREMENT AGE

Retirement age will be determined on previous Public Sector Service (if any) and will be advised on appointment.

10. RECRUITMENT

- (i) Selection of candidates for appointment shall be by means of a competency-based interview conducted by or on behalf of Monaghan County Council. Marks will be awarded under the following skill sets identified for the position of Clerical Officer:-

- Customer Focus
- Planning and Organising Work
- Team Work/Communicating Effectively
- Personal Effectiveness

Candidates will also be assessed at interview on the basis of how they demonstrate their knowledge, skills and experience (see “Essential Requirements” on Information Sheet for more details).

- (ii) A panel may be formed on the basis of such interview. Candidates whose names are on a panel and who satisfy the Local Authority that they are otherwise suitable for employment may within the life of the panel be appointed as appropriate vacancies arise.
- (iii) Applicants may be short-listed on the basis of information supplied on the Application Form and supporting documentation submitted, and only candidates shortlisted will be called for interview.

11. ACCEPTANCE OF OFFER OF EMPLOYMENT

Monaghan County Council 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 appointment within such period or such longer period as the local authority in its absolute discretion may determine, Monaghan County Council shall not appoint them.

12. RESTRICTIONS ON ELIGIBILITY

Candidates should note that anyone who has taken part in the public service early retirement schemes set out below is not eligible to take part in this competition.

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment of the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public funds.

The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

13. DRIVER'S LICENCE

The successful applicant must be willing and be in a position to travel. The holder of the post shall hold a full driving licence for Class B vehicles free from endorsement/disqualification.

14. SHORTLISTING

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. 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, Monaghan County Council may decide that a number only will be called to interview. In this respect, Monaghan County Council provide for the employment of a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position.

An expert board will examine the application forms against a pre-determined criteria based on the requirements of 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.

15. Monaghan County Council is an equal opportunities employer.

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

ADDITIONAL RELEVANT INFORMATION FOR APPLICANTS

- An applicant who is found to be ineligible at any stage of the competition will not be further considered. Provision of inaccurate, untrue or misleading information will lead to disqualification from the competition, withdrawal of employment offer or dismissal.
- Information provided by a candidate in their application form will be used for the purpose of the Clerical Officer Competition. By applying for this post, the applicant is consenting to their information being used for this purpose
- **General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

When you register with Monaghan County Council or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data.

To make a request to access your personal data please submit your request by email to: dataprotectionofficer@monaghancoco.ie ensuring that you describe the record(s) you seek in the greatest possible detail to enable us to identify the relevant record(s).

Note - Canvassing:

Applicants are reminded that any attempt by themselves or by any persons acting on their behalf directly or indirectly by means of written communication or otherwise to canvass or otherwise influence in the candidate's favour any officer of the County Council or persons nominated by the Chief Executive to interview or examine applicants, will automatically disqualify the applicant for the position they are seeking.

INFORMATION SHEET – COMPETENCY FRAMEWORK

A competency framework has been developed for the position of Clerical Officer. Candidates will be expected to demonstrate sufficient evidence within their application form that they possess the following competencies through the experience and skills they have gained to date. The key competencies for the role are as follows:

Competency	
Customer Focus	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Deliver a high standard of service in line with work plans and schedules • Manage time and workload effectively • Take initiative when he or she sees the opportunity to make a contribution
Team Work/Communicating Effectively	<ul style="list-style-type: none"> • Work as part of a team to ensure delivery of plans and schedules • Have a strong team ethic of co-operation and mutual support • Have effective written and verbal skills
Personal Effectiveness	<ul style="list-style-type: none"> • 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.
Essential Requirements	
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • Demonstrate the knowledge and understanding of the functions of Local Government • Understanding of the role of a Clerical Officer • Has relevant administrative experience and clerical skills • Has strong customer service ethos • Has experience of working as part of a team • Has knowledge and experience of operating ICT systems