HATHERSAGE PARISH COUNCIL

JOB DESCRIPTION – Assistant Clerk

Overall Responsibilities –

To assist the Clerk to the Council in carrying out the work of the Parish Council, especially administrative, clerical and secretarial duties. To work mainly from home other than when attending meetings, an average of 5 hours per week. This may vary seasonally.

Responsible to –

Parish Clerk

Duties –

1. Monthly Parish Council and specific Committee meetings

1.1 Assist in preparation for the meetings, including typing and distributing agendas and meeting papers, room booking and key holding.

1.2 Attend and service evening meetings as agreed, preparing the room, take notes, draft and type minutes, distribute minutes after agreement by the Clerk.

1.3 Take any actions as requested following the meeting in a timely manner.

2. Other meetings

2.1 Carry out duties as above for other council related meetings which may be during the daytime or evening.

2.2 Specifically be responsible for maintaining files for certain committees, to be agreed.

3. Contact with public

3.1 Assist the Clerk as another point of contact for telephone and email enquiries.

3.2 In consultation with the Clerk respond to queries, complaints and requests for information from members of the public, and also from councillors and officers from other organisations, both in person, by telephone, and email. Promote good public relations for the Parish Council in the way these are handled.

3.3 For non-routine enquiries refer to the Clerk.

3.4 Occasionally provide a village Parish Council surgery from the Heart of Hathersage.

4. Other duties

4.1 Assist with the upkeep of Burial Ground Registers and associated correspondence.

4.2 Administer the Parish Council’s business in the absence of the Clerk.

4.3 Act as a representative for the Parish Council as required.

4.4 Undertake training as may be required.

4.5 Assist with Memorial Hall Room Hire (details to be agreed).

4.6 Assist with maintaining the Parish Council website content and noticeboard.