

**Hathersage Parish Council**  
**Assistant Clerk - Job Description**

**Overall Responsibilities:** to assist the Clerk to the Council in carrying out the work of the Parish Council, predominantly administrative, clerical and secretarial duties. To work mainly from home other than when attending meetings. Weekly average of 10 working hours; there may be some variation in hours across the year.

**Responsible to:** the Parish Clerk

**DUTIES**

**1. Clerking of committee meetings; attendance at the monthly Parish Council meeting**

- Assist in preparation for the meetings, including preparing and distributing agendas and meeting papers, room booking and keyholding;
- Attend and service evening meetings as agreed - preparing the room, taking notes, drafting producing and distributing minutes;
- Following up on any actions agreed at meetings in a timely manner.

**2. Other/additional meetings**

- Carry out duties as above for other Parish Council related meetings which may be scheduled during the daytime, or evening;
- Maintain records and files for specific committees.

**3. Contact with the public**

- Assist the Clerk as another point of contact for enquiries;
- In consultation with the Clerk, respond to queries, complaints and requests for information (in person, by phone, email or post) from members of the public, from Councillors, and Officers in external services and organisations; promote good public relations for the Parish Council at all times in the way these matters are handled;
- Refer non-routine enquiries to the Clerk;

**4. Other duties**

- Assist with the upkeep of Burial Ground Registers and associated correspondence;
- Administer the Parish Council's business in the absence of the Clerk;
- Act as a representative for the Parish Council as required;
- Undertake training as may be required;
- Assist with maintaining the Parish Council website (content) and the noticeboard in Hathersage.