

JOB DESCRIPTION

Assistant Clerk to the Council

Title:

Assistant Clerk to the Parish Council

Overall responsibilities:

To Assist the Clerk in the Administration of the Council and help carry out the instructions of the Council in connection with its function as a Local Authority.

Specific Responsibilities:

- To deputise for the Clerk when absent
- To be available to attend meetings of the Parish Council
- To help in the preparation of the Agendas and minutes for approval.
- Liaison with the Clerk is essential and knowledge of how to contact her in an emergency is essential.
- Liaise with other Local Authorities and members of the public when required.
- Assist the Clerk with correspondence, documents on behalf of the Council and bring them to the attention of the Council and issue correspondence as a result of instructions of, or policy of the Council
- To act as a representative of the Council as required if the Clerk is unavailable.
- To assist in the keeping of the Burial Register, Register of Grave spaces, Register of Purchased Graves; provide a good service to Funeral Directors and members of the public: to ensure that the ground is maintained in good condition.
- To collect allotment rents, regularly monitor and report upon the state of plots if the Clerk is unavailable. To assist at all other times.
- To issue notices and prepare agendas and minutes for the Parish meeting: to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
- To attend training courses as required by the Council.