

An Chomhairle Leabharlanna The Library Council

Office of Clerical Officer Information on Post

1. The office is wholetime, permanent and pensionable. Persons who become pensionable officers of a local authority who are liable to pay the Class A rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 1.5% of their pensionable remuneration plus 3.5% of net pensionable remuneration (i.e. pensionable remuneration less twice the annual rate of social insurance old age contributory pension payable at the maximum rate to a person with no adult dependant or qualified children).

Persons who become pensionable officers of a local authority who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute to the local authority at the rate of 5% of their pensionable remuneration.

All persons who become pensionable officers of a local authority will be required in respect of the Local Government (Spouses and Children's Contributory Pension) Scheme to contribute to the local authority at the rate of 1.5% of their pensionable remuneration in accordance with the terms of the scheme.

2. **Probation**

Where a person who is not already a permanent officer of a local authority is appointed to a permanent office the following provisions shall apply, that is to say –

- (a) there shall be a period after such appointment takes effect during which such person shall hold such office on probation;
- (b) such period shall be one year but the Manager may at his/her discretion extend such period;
- (c) such person shall cease to hold office at the end of the period of probation unless during such period the Manager has certified that the service of such person is satisfactory.

3. **Salary**

The salary shall be fully inclusive and shall be as determined from time to time. The holder of the office shall pay to the local authority any fees or other monies (other than inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform.

4. **Duties**

The duties of the office shall be such clerical/administrative and secretarial as may be assigned to the officer from time to time by the local authority and shall include the duty of deputising for other officers of the local authority, when required, and such duties as may be assigned to him/her in relation to the area of any other local authority.

5. **Health**

For the purpose of satisfying the requirement as to health it will be necessary for each successful candidate, before he/she is appointed, to undergo at his/her expense a medical examination by a qualified medical practitioner to be nominated by the local authority. On taking up appointment, the expense of the medical examination will be refunded to the candidate.

6. **Residence**

The holder of the office shall reside in the district in which his/her duties are to be performed or within a reasonable distance thereof.

7. **Recruitment**

7.1 Selection of candidates for appointment shall be by means of

- a competitive interview, and
- an optional language test

7.1.1 Competitive Interview

The competitive interview shall be conducted by or on behalf of the local authority.

The merits of candidates shall, subject to paragraph 7.1.2, be assessed by reference to their suitability for appointment, general knowledge and intelligence, educational qualifications, basic keyboard skills and experience of value, if any.

7.1.2 Optional Language Test

Candidates who indicate on their application forms that they wish to have their knowledge of both the Irish language and the English language taken into consideration for the purposes of the competition shall have their knowledge of the language in which the competitive interview is conducted assessed at the interview itself. Knowledge of the other language may be assessed by means of a separate language test or, at the discretion of the local authority, at the interview. A language test shall consist of conversation on ordinary topics and, to the extent that this may be appropriate, on matters relating to the duties of the office(s) concerned. A knowledge of unusual technical terms shall not be required.

Candidates who satisfy the local authority that their knowledge of both the Irish language and the English language is such that they can communicate effectively in both shall be awarded extra marks in respect of such knowledge.

7.2 Shortlisting

A local authority may decide, by reason of the number of persons seeking admission to a competition, to carry out a shortlisting procedure. The number of persons to be invited, in these circumstances, to interview, optional language test, word processing examination where relevant shall be

determined by the local authority from time to time having regard to the likely number of vacancies to be filled.

7.3 Panels

Panels may be formed on the basis of the interviews and optional language tests and where relevant word processing tests. Candidates whose names are on a panel and who satisfy the local authority that they possess the qualifications declared for the office and that they are otherwise suitable for appointment may within the life of the panels concerned be appointed as appropriate vacancies arise.

7.4 References/Documentary Evidence

Each candidate may be required to submit as references the names and addresses of two responsible persons to whom he/she is well known but not related.

Candidates may be required to submit documentary evidence to the local authority in support of their application.

8. The local authority shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month and if he/she fails to take up the appointment within such period or such longer period as the local authority in its absolute discretion may determine, the local authority shall not appoint him/her.