



AN CHOMHAIRLE LEABHARLANNA
The Library Council

**Department of the Environment & Local Government
An Roinn Comhshaoil agus Rialtais Áitiúil**

Office of Clerical Officer

Qualifications

1. Character:

Candidates shall be of good character.

2. Health:

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

3. Education, experience requirements etc.:

Candidates shall

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

have passed an examination of at least equivalent standard

or

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.

- 4** The requirement as set out in paragraph 3 shall not apply for the period up to and including 30 June, 1997 in the case of a person employed as a Clerical Assistant, Clerk Typist, Clerk Typist (Clerical Duties) or Clerk Typist (Typing and Clerical Duties) under a local authority or health board in the State.

or

have satisfactory relevant experience which encompasses demonstrable equivalent skills.

In exercise of the functions conferred on the Minister for the Environment by section 21 of the Local Government Act, 1941 (No. 23 of 1941), as amended, which said functions were, on the 29th day of July, 1994, delegated to me by the said Minister pursuant to section 61 of the Local Government Act, 1994 (No. 8 of 1994), I, John Cullen, Assistant Secretary, Department of the Environment hereby declare the foregoing to be the Qualifications for the office of Clerical Officer.

Dated this 2nd day of April 2004

Assistant Secretary