



Comhairle Chontae na Gaillimhe
Galway County Council

RECRUITMENT AND SELECTION CAMPAIGN FOR THE FORMATION OF A TEMPORARY CLERICAL OFFICER PANEL

Galway County Council is embarking on a recruitment and selection campaign to establish a temporary Clerical Officer panel from which temporary contract positions may be filled subject to appropriate sanctions being in place.

Candidates for the position of Clerical Officer must be conscientious and resilient with excellent communication & customer service ability. Excellent organisation and task management skills are also essential for this position with the ability to work effectively under pressure (both independently and as part of a team) with a high level of attention to detail and accuracy.

Each candidate must, on the latest date for receipt of completed application forms: -

- (a) 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 Certification Vocational Programme.
(At least Grade B in Foundation Level Mathematics and Grade C in Foundation Level Irish may be considered as equivalent to Grade D (or a Pass), in Higher or Ordinary Level, from the approved list of subjects in the Department of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme);

or

- (b) have passed an examination of at least equivalent standard;

or

- (c) have had at least two years previous service in the 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;

or

- (d) have satisfactory relevant experience which encompasses demonstrable equivalent skills.

Full details in relation to this recruitment and selection campaign together with a “Frequently Asked Questions Section” can be found in the Candidate Information Booklet available at www.galwaycoco.ie

CLERICAL OFFICER Payscale:

Starting pay for new entrants will be at the minimum of the scale. The rate of remuneration may be adjusted from time to time in line with Government pay policy

Point	01/10/2020
1	€24,602
2	€26,218
3	€26,618
4	€27,425
5	€28,604
6	€29,786
7	€30,968
8	€31,826
9	€32,799
10	€33,926
11	€34,726
12	€35,845
13	€36,969
14	€39,086
LSI 1	€40,589

Application forms and further details in relation to this post are available on our website at www.galway.ie, or may be obtained by contacting the Human Resources Department, Galway County Council, County Hall, Prospect Hill, Galway -Tel 091-509303, email hr@galwaycoco.ie. Closing date for receipt of completed application forms is **4.00p.m. on Thursday the 3rd of December 2020**

B. Dooley, Senior Executive Officer
Galway County Council is an Equal Opportunities Employer