

**EXETER CITY COUNCIL**  
**PERSON SPECIFICATION**

**DEMOCRATIC/CIVIC SUPPORT**

**ADMINISTRATIVE ASSISTANT**

<b><u>SELECTION CRITERIA</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>
<b><u>QUALIFICATIONS</u></b>		
GCSE Maths and English Grade C or above or equivalent	✓	
NVQ level 3 in Administration or similar		✓
<b><u>EXPERIENCE/KNOWLEDGE SKILLS</u></b>		
Relevant experience of working in a complex administrative environment	✓	
IT systems eg Microsoft Office (Excel, Word, PowerPoint etc)	✓	
Keyboard./computer skills	✓	
Ability to work to strict deadlines	✓	
Ability to demonstrate attention to detail and methodical methods of working	✓	
Ability to understand and work within policies and regulations	✓	
<b><u>SPECIAL REQUIREMENTS/ATTITUDE</u></b>		
Organised. Attention to detail.	✓	
Good communication skills - oral and written.	✓	
Diplomatic and discreet	✓	
Confident manner	✓	
Able to work on own initiative and as a team member	✓	
Flexible	✓	

**COMPLETED BY: Democratic Services Manager**

**DATE: August 2016**