



**CHURCH
LAWTON**
Parish Council

Assistant Clerk– Job Description

Brief summary:

Principal responsibility for the post holder will be carrying out aspects of administrative work for the Council. The post holder must be prepared to work occasional evening and weekends.

Specific Responsibilities:

1. To carry out such duties as the Clerk shall delegate to further the Council's business in order to assist him/her including:
 - a. Preparation and circulation of agendas and minutes
 - b. Attendance at Council meetings and other meetings as and if required
 - c. Correspondence and general administration
 - d. Dealing with enquiries and complaints
 - e. Representing the Council at outside meetings and functions if necessary
 - f. Maintaining the Council's website
 - g. To assist with the production of the Council's news output through various media.
 - h. Preparation and publication of notices and the management of notice boards
 - i. Maintaining the council's financial systems
 - j. Maintaining the Council's assets
 - k. Research on behalf of the Council
 - l. Preparing reports for the Council
 - m. Event organisation
 - n. Assistance with administration in relation to the Council's role as sole trustee of Lawton Memorial Hall.

2. To stand in for the Clerk in his/her absence taking on the temporary role of Proper Officer and/or RFO and during such periods, to report directly to the council.