

STRATHCLYDE POLICE - PERSON SPECIFICATION

POST OF:	TEMPORARY ADMINISTRATIVE ASSISTANT	LOCATION:	G DIVISION LICENSING DEPT AIKENHEAD ROAD, GLASGOW G42 0NS	BAND:	B
REF NO:	R156/09				
ATTRIBUTES		ESSENTIAL		DESIRABLE	
EDUCATIONAL/ OCCUPATIONAL	Educated to SQA Higher Grade level or equivalent plus relevant administrative/ clerical experience in an office environment Or Where no formal qualifications exist proven administrative/clerical experience in an office environment.		Ability to comprehend legislation and prepare reports for senior officers and the Licensing Board.		
PERSONAL QUALITIES	Alert; willing to learn; sound judgement; ability to work under pressure either individually or as part of a team. Ability to communicate clearly.		Ability to cultivate good inter-personal relationships Ability to communicate at all levels.		
SPECIAL APTITUDES	Thoroughness in completing tasks. Computer literate – working knowledge of MS Word and Excel.		Logical mind; knowledge of keyboard skills.		
CIRCUMSTANCES	Flexibility to meet demands imposed, sometimes at short notice.				
IS A DRIVING LICENCE: NOT REQUIRED					
ANY SPECIAL REQUIREMENTS PERTINENT TO THE POST: N/A					