**Candidates must have at the latest date of application: -**

1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability, for the proper discharge of the duties of the office
2. Have previous experience in word, excel and email and accurate data entry/input
3. Basic typing speed of at least 25 wpm by touch typing

**Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Character**

Each candidate for and any person holding the office must be of good character

The Salary scale for the post as at 01/03/2023 is:

€31,950, €33,839, €34,921, €36,127, €37,160, €38,517, €39,882, €41,244, €42,609, €45,188**, €47,021 LSI**

**Hours of Work**

The hours of attendance i.e. average of 39 hours per week calculated over a predetermined period of time, involves shift work. You will be expected to be available for duty outside of the rostered hours as and when the need may arise. Shift patterns are normally of 8, 10 or 12 hours duration.

Rosters and periods of duty will involve working at weekends, nights and during public holidays.