



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Clerical Officer

Information for Candidates

March, 2026

1. The Position

The Council is seeking applications from suitably qualified candidates with relevant experience for the position of Clerical Officer.

It is proposed to form a panel of qualified candidates from which vacancies both permanent and temporary will be filled during the lifetime of the panel.

The person appointed will, under the direction and control of the Staff Officer/Senior Staff Officer or other officer designated by the Chief Executive, perform a range of duties and responsibilities.

2. Roles Duties & Responsibilities

Clerical Officers work across a number of sections throughout the organisation providing an important role through a range of administrative duties. The duties shall be such clerical/administrative and secretarial as may be assigned to the employee from time to time by Donegal County Council.

The following is a non-exhaustive list of duties which may be assigned to a Clerical Officer:

- Demonstrate a Customer focus and be respectful, courteous and professional when assisting with customers and colleagues
- Office administration duties including filing, faxing, photocopying, drafting letters / reports
- IT Skills (e.g. Word processing, spreadsheets, databases, email and Internet)
- Cashiering
- Handling mail and correspondence including electronic correspondence
- Financial Skills (e.g. processing invoices)
- Such other duties as may be assigned from time to time

Official Languages (Amendment) Acts, 2021

So that the Local Authority may meet its statutory obligations, a satisfactory competence in the Irish Language is deemed essential for appointment/assignment/re-assignment to Gaeltacht-based offices and offices serving Gaeltacht areas. Competence to be of a level where one can operate through the medium of Irish and provide services to the public in Irish, as per the provisions of the Official Languages (Amendment) Acts, 2021. An assessment of this competence may form an integral part of the recruitment and selection process.

3. Qualifications & Requirement of the Post

The Department of Housing, Local Government and Heritage has declared that the qualifications for Clerical Officer will be as set out below:

(a) Character:

Candidates shall be of good character.

(b) Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Successful candidates will be required to undergo a medical examination carried out by the Council's Occupational Medical advisor prior to appointment.

(c) Education, Training, Experience etc.

Each candidate must, on the latest date for receipt of completed applications:

- (i) have obtained at least Grade D, in Higher or Ordinary Level in five subjects from the approved list of subjects in the Dept of Education Established Leaving Certificate Examination or Leaving Certificate Vocational Programme

OR

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

OR

- (iii) Have had at least two years previous service in a permanent and pensionable 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

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

(e) Core Competencies

i. Customer Focused

- Be respectful, courteous and professional when assisting customers;
- Understand customer needs and expectations and acts on these appropriately;
- Be willing to represent the LA in a positive manner through delivery of a prompt and efficient service.

ii. Excellent Organisation Skills

- Experience in office administration including filing, faxing, photocopying, drafting letters / reports;
- High level of attention to detail;
- Ability to work effectively to tight deadlines;
- Compliance with various Council policies / standards as required;
- Effective verbal and written communication skills;

- Ability to prioritise work and generate effective solutions;
- Capacity to work autonomously;
- Demonstrate commitment to the role and delivery of a high-quality service.

iii. Knowledge and Experience of Operating ICT & Financial Systems

- A good practical application of ICT skills;
- Can use various ICT packages / systems;
- Be proficient with new technologies;
- Have an ability to deal with accounts, invoices and financial systems.

iv. An Effective Team Player

- Maintain effective working relationships (internally & externally);
- Work as part of a team to ensure delivery of plans and schedules;
- Engage appropriately and effectively with customers and colleagues;
- Demonstrate initiative and a willingness to learn new skills;
- Be flexible and adaptable in their approach to work.

v. Personal Effectiveness

- Knowledge of Local Government & the Council generally;
- Knowledge and awareness of key topical and priority issues;
- Maintain a positive, constructive and enthusiastic attitude to their role;
- Personal Motivation – Strives to perform at a higher level.

4. Particulars of the Post

(a) General

Donegal County Council proposes to create a panel of qualified candidates for the position of *Clerical Officer* from which it will fill any vacancy that may arise.

(b) Probation

The successful candidate shall be required to be on probation for an initial period, as determined by the Council. This period may be extended at the discretion of the Council.

(c) Remuneration

The current annual pay-scale is €31,619 minimum to max LS12 €48,924. (as per Circular EL 02/2026).

Holders of the post will be paid at the appropriate point on the salary scale in accordance with the relevant Department Circular.

New entrants will commence on the minimum point of the scale.

(d) Base

The base for the post of Clerical Officer shall be determined by the Council and will depend on the particular area and service to which the post holder is assigned.

The role of Clerical Officer may involve some travel, with some trips involving overnight stays and associated costs covered by the appropriate allowances.

(e) Residence

Holders of the post shall reside in the district in which their duties are to be performed or within a reasonable distance thereof.

(f) Working Hours / Annual Leave

The normal hours of work will be 35 hours per week. The Council reserves the right to alter the hours of work from time to time.

Annual leave allowance will be in accordance with Circular LG(P) 07/2011. Entitlement 27-29 days (after 5 years service)

(g) Requirement to Drive

Candidates **may** be required:

- (a) to possess a full current category B Driving Licence.
- (b) to have their own vehicle available for use while performing their duties and the associated costs will be covered by the appropriate allowances.

(h) Citizenship Requirements

Eligible candidates must be, on the latest date for receipt of completed application forms;

- (a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- (b) A citizen of the United Kingdom (UK); or
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- (d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa or
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or the UK or Switzerland and has a stamp 4 visa.

(i) Conflicts of Interest

The post holder shall not engage in any gainful occupation, other than as an employee of a local authority, to such an extent as to impair the performance of his or her duties as an employee of a local authority or in any occupation which might conflict with the interests of the local authority or which might be inconsistent with the discharge of his duties as a local authority employee.

(j) Garda Vetting

Candidates for the post of Clerical Officer may be subject to Garda Vetting. Please note all candidates must attain a satisfactory Garda Vetting Disclosure prior to appointment, otherwise the offer of employment will be withdrawn.

In the event where a Garda Vetting Disclosure indicates that there is a case pending, then the appointment cannot proceed at that time and the offer of employment will be withdrawn. The candidate will however retain their position on the panel and will be considered for the next vacancy should same arise within the lifetime of the panel.

5. Recruitment Process

A. Application Form

- Applications must be made on the official **online application form** and all sections of the form must be fully completed.
- Please do not submit a CV with your application. Only information contained in the **online application form** will be considered when assessing a candidate's suitability for the post.
- Applications must be received by the deadline specified on the system.

B. Short Listing & Interview

Candidates may be short-listed for interview on the basis of information supplied. In the event of a short-listing exercise being required, an Expert Panel will convene to examine and assess the application forms against a set of pre-determined criteria, based on the requirements of the job. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Where it is considered, by reason of the number and standard of applications received, that it would be reasonable not to admit all candidates to the interview, only persons likely to attain at the interview a standard sufficient for selection and recommendation for appointment shall be called for interview. Candidates should note that interviews may be held within a short timeframe of the closing date of the competition.

C. Right to Information and Review - # CO 001

The Council is committed to offering feedback and information to candidates. Any candidate who wishes to do so may request to have a decision or the process reviewed. Any such request must be submitted in writing, stating the grounds of the request and this must be submitted to the Human Resources Department, Three Rivers Centre, Lifford, Co. Donegal within five working days of the date of notification of a relevant decision quoting the above reference number.

D. Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

E. Other

Appointments to the Council are subject to satisfactory checks with regard to references, qualifications, medical examinations, and Garda Vetting, as applicable.

F. Canvassing Will Disqualify

Any attempt by a candidate (or by any persons acting on their behalf) to canvass or otherwise influence any officer of the Council (or persons nominated by it to interview or examine applicants) in the candidate's favour, either directly or indirectly, by means of written communication or otherwise, will automatically disqualify the applicant for consideration for the position.

G. General Data Protection Regulation

Donegal County Council is committed to protecting your personal data and we comply with our obligations under the Data Protection Acts, 1988 – 2018, and the General Data Protection Regulation.

- **Basis for Processing your Personal Information**

The basis for processing your personal data is to process your application for the position you have applied for with Donegal County Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied on your application form. This personal record is used solely in processing your candidature. You are entitled to obtain at any time, a copy of information about you, which is kept on record.

- **Sharing of Information**

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated shortlisting and/or interview board.

If, following the competition, you are deemed a qualified candidate and offered a position; the information provided in your application form will form part of your Personnel File.

Furthermore, should you be offered a position and subsequently confirm your interest in the position, the information provided on your application form will be used to request service records and employment references.

- **Storage period**

Your application will be retained for two years from the date of the competition. Applications that are not progressed to interview stage will be destroyed post competition.

Donegal County Council's Privacy Statement can be assessed at:
www.donegalcoco.ie