



Fermanagh & Omagh
District Council
Comhairle Ceantair
Fhear Manach agus na hÓmaí



Access to Success, Progression, Inclusion, Recognition, **Employment**

JOB DESCRIPTION

Job Title: Clerical Officer (Band 2)
Reports to: Higher Clerical Officer
Responsible to: Senior Administrative Assistant
Based At: Omagh Hospital and Primary Care Complex

MAIN RESPONSIBILITIES

- Maintenance of general filing systems
- Operation of computerised information system
- Recording and distribution of incoming mail/post and dealing with routine correspondence and outgoing mail and distribution to relevant staff
- Prioritise and organise work effectively
- Answering telephone calls and responding appropriately
- Faxing and photocopying duties
- Type up minutes of meetings etc
- Liaising within the team and with other departments, agencies etc
- Compliance with all relevant legislation relating and Trust policies relating to data protection and confidentiality of information
- Ordering stationery and ensuring adequate supplies are maintained
- Performance of all general administrative tasks as appropriate
- Assist with the production, presentation and distribution of written documentation using Microsoft Word, including letters, memos, funding submissions and reports

