

Temporary Clerical Officer

The Legal Aid Board is an independent, publicly funded organisation which provides family mediation, civil legal aid & advice and vulnerable witness related services. We are also responsible for the administration of a number of ad hoc criminal legal aid schemes.

Applications are invited for the position of Temporary Clerical Officer in **Longford**.

The contract will be for a minimum of 6 months. Following a competition, a Panel will be established from which temporary positions will be filled in the 12 months following the Panel’s establishment.

The salary for Clerical Officer ranges from €471.20 to €739.99 gross per week via 14 annual increments (which are subject to satisfactory service). Two long service increments, payable after a further 3 and 6 years, bring the salary scale to €766.01 gross per week and €777.93 gross per week

The Board offers extensive opportunities for further training and there are opportunities to advance to other positions within the Board.

Applicants should be methodical and have good organisational and communication skills. They should have the ability to work well as part of a team and have a commitment to maintaining the highest possible level of customer service. They should have a competency in the use of relevant IT applications and the ability to type effectively. Dictaphone typing will be a particular advantage.

**Human Resources**

[**recruitment@legalaidboard.ie**](mailto:recruitment@legalaidboard.ie)

Closing date for receipt of applications: **Wednesday 2nd June 2021 at** **4.00pm**

Application forms and the information booklet are available on [*www.legalaidboard.ie*](file:///\\dbsfs12\refolders$\lxosullivan\Appdata\Microsoft\Word\www.legalaidboard.ie)

**THE LEGAL AID BOARD IS AN EQUAL OPPORTUNITIES EMPLOYER**