

NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Administration Clerk (Agency)
SCALE:	2
DURATION:	4 Months
SUPERVISION AND CONTROL:	Senior Firearms & Explosive Administrator
PLACE OF WORK:	Firearms Licensing Unit – Wootton Hall.
HOURS OF WORK:	37

PURPOSE OF THE JOB: To assist the Firearms Licensing Unit in all aspects relating to the issue of certificates and permits, and to provide administrative support to the Firearms Licensing Unit.

MAIN RESPONSIBILITIES:

1. To maintain the electronic data management system for the unit, scanning and indexing all unit records and correspondence on a daily basis.
2. To open and distribute post on a daily basis, ensuring an efficient system for the unit.
3. To check applications for certificates to ensure application complete and input applications to the National Firearms Licensing Management System.
4. To send documents for the renewal of certificates to current permit/certificate holders.
5. To input details of all payments made to the Firearms Licensing Unit onto a computer record.
6. To send out completed certificates and update the quality of service register.
7. To assist members of the Firearms Licensing Unit generally in the issuing of licenses and permits.

NOTE: The job description reflects the major tasks to be carried out by the post holders and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

PERSON SPECIFICATION

ADMINISTRATION CLERK

Essential Criteria

1. Literate and numerate to GCSE standard, or equivalent.
2. Knowledge of Microsoft Word/Excel.
3. Keyboard Skills to RSA 1 standard or equivalent.
4. Attention to detail with high level of accuracy.
5. Ability to manage workload and meet deadlines.
6. Ability to work as a member of a team.
7. Candidate must demonstrate a level of awareness of equality and diversity issues appropriate to this role.

Desirable Criteria

1. Good communication/interpersonal skills.
2. Ability to work to own initiative.
3. Previous use of electronic data management system.
4. Knowledge of working in a legal environment.