

Receptionist Administrator Evaluation Criteria:

1. Knowledge

To include literacy and numeracy, procedures, organisational skills, IT skills and qualifications.

2. Mental skills

These include problem solving and prioritisation skills.

3. Interpersonal and communication skills

Developing good working relationships with others (staff, councillors, the public, contractors and local authorities). With good oral and written communication skills.

4. Initiative and independence

Confidence to take the initiative, suggest improvements to process and work under the direction of the Clerk.

5. Responsibility for financial resources

Always striving to get best value for budget within STC financial regulations.

Evaluation areas:	Strong	Medium	Weak
1. Knowledge			
2. Mental skills			
3. Interpersonal and communication skills			
4. Initiative and independence			
5. Responsibility for financial resources			