

Clerical Officer Newbridge

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 Clerical Officer in **Newbridge**

Following a competition, a Panel will be established from which permanent and temporary positions will be filled in the 12 months following the Panel’s establishment.

The salary for Clerical Officer ranges from €571.04 to €859.10 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 €886.97 gross per week and €899.77 gross per week

The Board has family friendly policies and extensive opportunities for further training and education.

Clerical Officers in the Legal Aid Board carry out a range of duties which can vary with location and work assignment. They are often the first point of contact and source of information for clients of the Board. They provide essential clerical and administrative support to the Board’s Solicitors, Mediators and support functions of the Board. . They make essential contributions as part of often quite small teams in the Board’s network of offices. They are also the initial contact point for members of the public and can play a crucial role in informing the public about the Board’s services, and in directing them to other agencies that may be able to meet their needs.

**Human Resources**

**recruitment@legalaidboard.ie**

Closing date for receipt of applications: **Friday 25th October 2024 at 4.00pm**

Application forms and the information booklet are available on [*www.legalaidboard.ie*](file:///%5C%5Cdbsfs12%5Crefolders%24%5Clxosullivan%5CAppdata%5CMicrosoft%5CWord%5Cwww.legalaidboard.ie)

**The Legal Aid Board is an equal opportunities employer. We promote inclusivity and diversity in the workplace and actively welcome applicants from all backgrounds.**

**If you require accommodations to be made during the recruitment process, please let us know in advance and we would be happy to assist.**