

Clerical Officer Cahirciveen

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 **Cahirciveen.**

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 €596.11 to €887.05 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 €915.19 gross per week and €928.12 gross per week

Clerical Officers in the Legal Aid Board carry out a range of duties which can vary with work assignment. They provide essential clerical and administrative support to the many functions of the Board. Clerical Officers are often 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.

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

Closing date for receipt of applications: **Monday 13th October 2025 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)

**For more information please contact Human Resources**

**recruitment@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.**