



STAFFLINE LIMITED



#JOB-2415559



Multiple Locations



No of positions : 25



Paid Position



35 hours per week



596.11 Euro Weekly



08/10/2025



29/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://staffline.getgotjobs.ie/registerJob/77bc6a90-63c7-4718-b440-a81d1ebb0091>



Open your camera app & point here to view this ad online



Clerical Officer

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Multiple Locations :

- Co. Dublin,
- Co. Cork,

Role: Clerical Officer

Client: An Garda Síochána

Locations: Nationwide

Salary: €596.11 per week.

Application: GetGot Application form only - <https://staffline.getgotjobs.ie/>

An Garda Síochána seeks to employ permanent Clerical Officers and Temporary Clerical Officers nationwide in An Garda Síochána. Following the completion of the competition, a panel will be established, which will remain in place for 2 years from the date it is first created.

The responsibilities of the Clerical Officers may vary depending on the assigned department within An Garda Síochána. The role encompasses a range of administrative and operational support tasks, contributing to the efficient delivery of services across the organisation

Responsibilities:

Provide high-quality administrative support, including document management, data entry, email correspondence, and telephone communications, under the guidance of a line manager.

Support colleagues and line managers across various teams, fostering collaboration and contributing to shared goals.

Work effectively as part of a multidisciplinary team (including both Garda Staff and Garda Members) to deliver services in a responsive and professional manner.

Engage with members of the public, responding to queries and providing accurate information through face-to-face interactions, telephone calls, and digital channels.

Deliver exceptional customer service, ensuring all interactions are courteous, informed, and solution

focused.

Utilise digital tools and platforms daily, including word processing, spreadsheets, databases, email, and internet-based systems, to complete tasks efficiently.

Maintain accurate and well-organised records in line with An Garda Síochána organisational standards and data protection requirements.

Review and verify work to ensure accuracy, completeness, and adherence to quality standards.

Approach work tasks in a methodical manner, displaying accuracy and attention to detail at all times, including when performing routine or repetitive duties.

Undertake any additional responsibilities appropriate to the grade and scope of the role, as required by An Garda Síochána.

Essential Criteria:

By the closing date, candidates must have:

A. At least a Grade D (or a pass) in higher or ordinary level in 5 subjects in the Leaving Certificate, or a qualification of equivalent/higher standard on the National Qualification Framework (NQF)

OR

B. At least one year's demonstrable experience in an office administration role.

Candidates must also have:

Computing skills, including the use of databases and Microsoft Office packages (including Word, Excel, and Outlook).

In addition to demonstrating the competencies identified for the role, candidates must be at least 18 years of age before the closing date, i.e. born on or before 29/10/2007.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Entry Level