



Kildare County Council



#JOB-2447272

KILDARE COUNTY COUNCIL, Áras Chill



Dara, John Devoy Road, Co. Kildare, W91

X77F



No of positions : 1



Paid Position



35 hours per week



31619.00 Euro Annually



12/05/2026



09/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@kildarecoco.ie

Phone : 045980740

URL :

<https://kildarecoco.ie/allservices/careeropportunities/>



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

The Candidate Should Demonstrate:

- Knowledge and understanding of the functions of a Local Authority
- Understanding of the role of a Clerical Officer
- Relevant administrative experience and clerical skills
- Strong interpersonal and communication skills
- Conscientious & resilient
- Strong customer service ethos
- Ability to work effectively under pressure
- Excellent organisation & task management skills
- Experience of working as part of a team
- High level of attention to detail and accuracy
- Knowledge and experience of operating ICT systems.

- **Sector:** other service activities

Career Level

- Not Required