

**PERSON SPECIFICATION**

**CLERICAL OFFICER/MEDICAL AUDIO TYPIST**

<b>FACTORS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
EDUCATION	<ul style="list-style-type: none"> <li>GCSE English at 'C' grade or above</li> <li>RSA/OCR II Typewriting <b>or</b> RSA/OCR Word Processing</li> <li>RAS/OCR Audio Typewriting or proven ability of an equivalent level of skill</li> </ul>	<ul style="list-style-type: none"> <li>RSA/OCR Medical Audio-Typewriting</li> </ul>	<ul style="list-style-type: none"> <li>Application form/certificate s</li> </ul>
JOB EXPERIENCE	<ul style="list-style-type: none"> <li>Good keyboard skills</li> <li>Six months clerical experience</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of medical terminology</li> <li>Audio-typewriting experience</li> </ul>	<ul style="list-style-type: none"> <li>Application form/interview</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Proven communication skills</li> <li>Ability to work as a team member</li> <li>Able to work to deadlines</li> <li>Proven ability to keep information confidential</li> </ul>	<ul style="list-style-type: none"> <li>Able to provide reasonable flexibility in terms of hours worked</li> </ul>	<ul style="list-style-type: none"> <li>Application form/interview</li> </ul>

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Designation** \_\_\_\_\_