

Clerical Officer Grade III

Grade Code: 0609

In exercise of the powers conferred on me by Section 22 of the Health Act 2004, I hereby approve the qualifications, as set out hereunder, for the appointment and continuing as a **Clerical Officer Grade III** in the Health Service Executive.

1. Professional Qualifications & Experience

Each candidates must:-

have obtained at least Grade D (or a Pass), in Higher or Ordinary Level, in five subjects from the approved list of subjects in the Department of Education established Leaving Certificate Examination or Leaving Certificate Vocational Programme,

or

have passed an examination of at least equivalent standard,

or

have satisfactory relevant experience which encompasses demonstrable equivalent skills,

or

have had at least two years previous service in an office of Grade III, Grade II, Grade II typist or Grade I under a local authority or health board in the State.

2. Age Restrictions in Relation to Applications

No age restriction shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

3. Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

4. Character

Each candidate for and any person holding the office must be of good character.

5. Approved

Approved by the Dept of Health and Children.