# APPENDIX 3

**SPECIMEN**

ADVERT

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| Heading | Legal |
| Title | Clerical/Administration Assistant |
| Location | District Court House, Town Square |
| Salary From | £13,554 |
| Salary To | £16,116 |
| Area | Livingston |
| Ref No | 214.01 |
| Job Type | Public Sector |
| **Body** | You will provide administrative back up to the District Court. Duties will include preparing Court papers, collating and recording data and collecting fines and penalties associated with the Scottish Criminal Justice System.  Numeracy, attention to detail, effective communication skills and the ability to work in a confidential environment are essential. |
| Closing Date | 24th February 2012 |
| Reply | **To apply online:** [**www.westlothian.gov.uk**](http://www.westlothian.gov.uk) |

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| COMPLIANCE WITH IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006  In accordance with the above Act, preferred candidates are required to confirm that they are eligible to work in the U.K. External candidates invited for interview will require to bring approved documentation to the interview as verification of their eligibility. Details will be enclosed with interview letters. |

**PLUS THE FOLLOWING TWO PARAGRAPHS WHERE APPLICABLE**

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| **A PVG check is required for this post.**  **Having a criminal conviction does not necessarily bar you from gaining employment with West Lothian Council. To view Disclosure Scotland’s Code of Practice visit** [**www.disclosurescotland.co.uk**](http://www.disclosurescotland.co.uk) |

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| Applicants for this post are required to be registered with  Scottish Social Services Council (SSSC) |