



**Tailte  
Éireann**

Clárúchán, Luacháil,  
Suirbhéireacht  
Registration, Valuation,  
Surveying

Tailte Éireann

Candidate Information Booklet

## **Law Clerk Full-Time**

A panel may be formed to fill future temporary or permanent **Law Clerk** vacancies across Tailte Éireann locations.

Reference Number: Ext 2026-05

Closing Date: Friday 13<sup>th</sup> February 2026

General Queries: [Resourcing@Tailte.ie](mailto:Resourcing@Tailte.ie)

**Tailte Éireann is an equal opportunities employer.**

Tailte Éireann (TÉ) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. Our aim is to attract the best people who have the experience, knowledge, skills, abilities and competencies to support TÉ's mission. TÉ supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts.

## Our Mandate and Strategic Context

TÉ was established by legislation to provide property registration, valuation and surveying services for the State.

As the principal source of property information and geospatial data, TÉ leads the development and provision of streamlined, enhanced, land, property and geospatial services to Government, public and private sector stakeholders, and the public. We are focused on strategic planning, evidence-based decision-making, and innovative service delivery.

Amidst a rapidly evolving digital landscape, TÉ is mindful of Government's priorities as set out in the Programme for Government. It is especially aware of the Better Public Services the Public Service Transformation 2030 Strategy; the Connecting Government 2030 digital and ICT strategy and EU Digital Decade targets set for Ireland.

These strategies emphasise data-driven decision-making, innovative solutions, an agile workforce, user-centric digital services, effective data management, integrated public service infrastructure, continual innovation, digital skills development, and strong leadership.

These initiatives collectively reflect TÉ's commitment to leveraging digital technology and innovation for improved public service delivery.

### Our Mission

To provide trusted land registration, valuation and surveying services that benefit Irish society and the economy.

### Our Vision

To be the authoritative provider of world class digital-first land and property services.

### Our Drivers



### The Values that guide us

#### Integrity

We work to uphold public trust in the integrity and security of our data and in the quality of the services we provide.

#### Professionalism

We deliver excellent customer service by developing the skills and knowledge of our people.

#### Innovation

We create a culture of innovation and change. Our decisions are evidence-based, driven by data and we put the customers we serve at the centre of what we do.

#### Respect

We treat people with dignity and value them for their individuality. We embrace equality, diversity and inclusiveness.

#### Accountability

We are accountable for the decisions we make and the actions we take.

#### Transparency

We are open and honest with our stakeholders. We demonstrate impartiality at all levels to ensure fair and equitable decision-making.

### Our Strategic Goals

#### Integration

Bring our people and processes together to deliver integrated services that maximise our potential value.

#### Data-Driven Digital Services

Ensure we use our data to develop digital-first solutions. By extracting value from our data, we contribute to evidence-based policy development.

#### Optimising Land, Property and Geospatial Services

Leverage the benefits of the merger to unlock the full potential of our land, property and geospatial information.

#### Investing in our People

Embrace new ways of working and develop our people and culture for the benefit of our stakeholders.

## The Role

<b>Title of Post:</b>	Law Clerk
<b>Pay Scale:</b>	Law Clerk Scale
<b>Location:</b>	Dublin
<b>Reporting To:</b>	Legal Executive

The Law Clerk is responsible for providing clerical and administrative support within the Legal Services function. The specific duties may vary depending on the Department or Unit to which the individual is assigned. Law Clerks typically report to a Legal Executive within their assigned Unit.

This role involves applying a working knowledge of legal practices and procedures to support the efficient processing of casework. Responsibilities may include supporting litigation, administrative law, public procurement, property law, and commercial law matters, while adhering to established office procedures.

### Role Responsibilities

The role of Law Clerk includes, but is not limited to, the following duties:

- Performing general clerical duties, including typing, filing, photocopying, scanning, data entry, handling correspondence, and managing phone communications;
- Providing high-quality information to the public via telephone, written correspondence, and face-to-face interactions;
- Registering and processing new complaints submitted by the public;
- Logging, collating, scanning, and processing inbound and outbound post;
- Maintaining accurate and well-organised records;
- Supporting administrative functions across all areas of T   Legal Services and working collaboratively with wider teams;
- Assisting line managers and colleagues with operational tasks;
- Using IT systems daily, including word processing, spreadsheets, databases, email, and internet tools;
- Reviewing all work thoroughly to ensure accuracy and high standards;
- Approaching tasks methodically and with attention to detail, even when repetitive;
- Assisting with client interactions and providing information on legal matters;
- Adhering to established office procedures;
- Supporting preliminary research queries as required.

**Note:** This job description is subject to re-definition as part of ongoing reforms within the Public Service and change management initiatives within T  .

### Person Specification

On the closing date of Friday 13<sup>th</sup> February at 5pm candidates must satisfy all the following requirements:

#### Essential Criteria:

- Relevant experience in clerical, administrative, or customer service roles; **and**

- Proficiency in the use of Microsoft Office and database systems; **and**
- The capacity to demonstrate to a high level the key competencies that have been devised for posts at this level under the following headings (see Appendix A for more details):
  1. Teamwork;
  2. Information Management/Processing;
  3. Delivery of Results;
  4. Customer Service & Communication Skills;
  5. Specialist Knowledge, Expertise and Self Development;
  6. Drive & Commitment to Public Service Values.

**Desirable Criteria:**

- Ability to work on one’s own initiative strong written and verbal communication skills;
- Excellent customer service skills;
- Ability to work effectively within a team environment;
- Commitment to delivering high-quality work;
- Sound judgment and problem-solving abilities;
- Willingness to learn and develop skills, knowledge, and expertise.

**Principal Conditions of Service (Please also refer to the Important Additional Information Document provided)**

**General**

The appointment is on a probationary basis to a permanent post in the Civil Service and is subject to the Civil Service Regulations Acts 1956 to 2005, the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Civil Service.

**Salary**

The PPC (Personal Pension Contribution) salary for this position with effect from 1<sup>st</sup> August 2025 is as follows:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
€649.98	€674.13	€710.13	€736.97	€768.94	€790.39	€804.92	€826.19
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>			
€847.45	€868.72	€890.07 NMAX	€912.06 LSI1	€933.97 LSI2			

**Personal Pension Contribution (PPC)**

The PPC pay rate applies when the individual is required to pay a Personal Pension Contribution (otherwise known as a main scheme contribution) in accordance with the rules of their main/personal superannuation scheme. This is different to a contribution in respect of membership of a Spouses’ and Children’s scheme, or the Additional Superannuation Contributions (ASC).

A different rate will apply where the appointee is not required to make a Personal Pension Contribution. Long service increments may be payable after 3 (LSI1) and 6 (LSI2) years satisfactory service at the maximum of the scale.

**Important Note**

Entry will be at the minimum of the scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. Payment will be made weekly in arrears by Electronic Fund Transfer (EFT) into a bank account of your choice. Payment cannot be made until a bank account number and bank sort code has been supplied on appointment and statutory deductions from salary will be made as appropriate.

You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members / Former Staff Members/Pensioners.

### **Tenure and Probation**

The appointment is to a permanent position on a probationary contract in the Civil Service. The probationary contract will be for a period of one year from the date specified on the contract. During the period of your probationary contract, your performance will be subject to review by your manager(s) to determine whether you:

- (i) Have performed in a satisfactory manner;
- (ii) Have been satisfactory in general conduct;
- (iii) Are suitable from the point of view of health with particular regard to sick leave.

Prior to the completion of the probationary contract a decision will be made as to whether or not you will be retained pursuant to *Section 5A (2) Civil Service Regulation Acts 1956–2005*. This decision will be based on your performance assessed against the criteria set out in (i) to (iii) above. The detail of the probationary process will be explained to you by HR, and you will be given a copy of the Department of Public Expenditure and Reform's guidelines on probation.

All appointees will serve a one-year probationary period. If an appointee who fails to satisfy the conditions of probation has been a serving civil servant immediately prior to their appointment from this competition, the issue of reversion will normally arise. In the event of reversion, an officer will return to a vacancy at their former grade in their former Department.

In the following circumstances your contract may be extended and your probation period suspended.

- The probationary period stands suspended when an employee is absent due to Maternity or Adoptive Leave;
- In relation to an employee absent on Parental Leave or Carers Leave, the employer may require probation to be suspended if the absence is not considered to be consistent with the continuation of the probation; and
- Any other statutory provision providing that probation shall -
  - (i) stand suspended during an employee's absence from work, and
  - (ii) be completed by the employee on the employees return from work after such absence.

Where probation is suspended the employer should notify the employee of the circumstances relating to the suspension.

### **Unfair Dismissals Acts 1977-2015**

The Unfair Dismissals Acts 1977–2015 will not apply to the termination of this employment by reason only of the expiry of this probationary contract without it being renewed.

### **The Organisation of Working Time Act**

The terms of the Organisation of Working Time Act 1997 will apply, where appropriate, to this employment.

## Headquarters

Headquarters will be such as may be designated from time to time by the CEO. When required to travel on official duty the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service regulations.

## Duties

The employee will be required to perform any duties appropriate to the position which may be assigned from time to time. The officer may not engage in private practice or be connected with any outside business which would interfere with the performance of official duties or conflict with his/her role.

## Hours of attendance

Hours of attendance will be fixed from time to time but will amount to not less than 41 hours 15 minutes gross per week or 35 hours net per week. Where extra attendance is necessary, overtime payments, or time off in lieu, will be allowed in accordance with the Civil Service overtime regulations.

TÉ offers flexible working, with a commitment to work-life balance and a family-friendly workplace.

## Annual Leave

The annual leave allowance for this position is 22 days, rising to 23 days after 5 years' service, to 24 days after 10 years' service, to 25 days after 12 years' service and to 26 days after 14 years' service. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

## How to Apply

The closing date and time for applications is Friday 13<sup>th</sup> February 2026 at 5pm. Please note late or incomplete applications will not be considered.

Candidates **must** submit:

- A cover letter / personal statement (no more than 2 pages) clearly outlining why you wish to be considered for the post and where you believe your skills, knowledge, experience and values meet the requirements of the position (Calibri Font Size 12; 1.5 Line spacing, in MS Word format); **and**
- A completed Application Form (in MS Word format); **and**
- Proof of eligibility to be provided with application as set out below:

## Citizenship Requirements (Proof of Eligibility)

Eligible candidates must be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein, and Norway; **or**
- A citizen of the United Kingdom (UK); **or**
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- A non-EEA citizen who has a stamp 4 permission<sup>1</sup> or a Stamp 5 permission.

**Completed applications should be emailed to [Resourcing@tailte.ie](mailto:Resourcing@tailte.ie) with the job title and reference number in the subject line of the email.**

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<sup>1</sup> Please note that a 50 TEU permission, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

Only fully completed applications that include all documentation required and have been received before or on the closing date and time will be considered. Incomplete or late applications will not be put forward for consideration.

It is the responsibility of the candidate to ensure they have submitted fully complete applications and all additional documentation by the closing date and time.

## **Competition Process**

If the numbers applying are such that it would not be practical to interview all applicants, it may be decided to shortlist only those assessed as most suitable for the role based on the application submitted. In this case the selection board(s) will examine and assess the applications against pre-determined criteria. The assessment process may include one or more of the following:

- Shortlisting of candidates on the basis of the information contained in their application.
- Competitive preliminary interview.
- A final competitive interview.

At interview you will be required to provide specific and detailed examples of where you have demonstrated the skills and competencies required for this role. These skills and competencies will be thoroughly and systematically explored in order to determine suitability for the role. The interview board may ask you for additional examples.

Your application and performance at interview may also be considered in the context of assessing communication skills.

At all stages of the recruitment process, applicants will be notified of the outcome. Post-interview feedback will be provided, upon request, by the Resourcing Team. Candidates seeking clarification of decisions following shortlisting or post interview, regarding their candidature should direct their request to [Resourcing@tailte.ie](mailto:Resourcing@tailte.ie). This feedback will be managed appropriately as a standard part of the appointment process and does not require the initiation of any formal procedures.

## **General Information**

This competition will be used to fill the post of Law Clerk in T  . Please note:

- Assignments are competitive and merit-based;
- The successful candidates can and will be assigned work in accordance with business demands;
- If shortlisting is required candidates will be assessed based on the evidence they provide, demonstrating the competencies required for the role. It is critically important that you give, specific and accurate examples of how you gained the experience and demonstrated the skills and experience required.

This competition will be held under the T   Recruitment Licence and in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice – [CPSA - Code of Practice](#)

## **Conditions of Appointment**

Appointment will be at the grade of Law Clerk and subject to the usual conditions governing such appointments. On appointment, officers serve the first 12 months in an unestablished capacity i.e. probationary period.

## **Panel**

A panel may be established from this competition and may be used to fill further Law Clerk positions that may arise across T   Locations. The panel will expire 12 months from the date of the first appointment under this competition unless permanently exhausted prior to that date.

It should be noted that the filling of vacancies in T   is determined by the organisational requirements at the time a post is being filled and therefore, there is no guarantee that this panel will be fully utilised.

Appointment(s) will be offered, in order of merit.

The decision to accept or decline an offer must be made within 10 working days.

Officers must take up duty immediately or within an acceptable timeframe.

### **Codes of Practice**

This competition will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice, *“Appointments to Positions in the Civil Service and Public Service”*. The Code reflects the following core principles:

- Probity;
- Appointments Made on Merit;
- An Appointments Process in Line with Best Practice;
- A Fair Appointments Process Applied with Consistency;
- Appointments Made in an Open, Accountable and Transparent Manner;
- Appointment made promoting equality, diversity and inclusion.

Candidates should familiarise themselves with the contents of the Code of Practice including the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process. The Code of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie)

### **Complaints and Requests for Review**

Complaints and requests for review will be considered in accordance with the procedures set out in Sections 7 and 8 in the Code of Practice. Such complaints or requests for review should be emailed to [hr-enquiries@tailte.ie](mailto:hr-enquiries@tailte.ie), with the job title and reference number in the subject line of the email.

### **Expenses**

T   will not be responsible for any expenses incurred as a result of applying, attending and/or being successful at this competition.

### **Data Protection**

Information submitted as part of this competition is used in processing your application. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. All personal information and views submitted by you in competing in this competition will be held and used solely for the purposes of this competition.

## Appendix A – Key Competency Framework- Law Clerk

<b>Teamwork</b>	Shows respect for colleagues and co-workers
	Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate
	Offers own ideas and perspectives
	Understands own role in the team, making every effort to play his/her part
<b>Information Management/ Processing</b>	Approaches and delivers all work in a thorough and organised manner
	Follows procedures and protocols, understanding their value and the rationale behind them
	Keeps high quality records that are easy for others to understand
	Draws appropriate conclusions from information
	Suggests new ways of doing things better and more efficiently
<b>Delivery of Results</b>	Is comfortable working with different types of information, e.g. written, numerical, charts, and carries out calculations such as arithmetic, percentages etc
	Takes responsibility for work and sees it through to the appropriate next level
	Completes work in a timely manner
	Adapts quickly to new ways of doing things
	Checks all work thoroughly to ensure it is completed to a high standard and learns from mistakes
	Writes with correct grammar and spelling and draws reasonable conclusions from written instructions
	Identifies and appreciates the urgency and importance of different tasks
Demonstrates initiative and flexibility in ensuring work is delivered	
<b>Customer Service &amp; Communication Skills</b>	Is self-reliant and uses judgment on when to ask manager or colleagues for guidance
	Actively listens to others and tries to understand their perspectives/ requirements/ needs
	Understands the steps or processes that customers must go through and can clearly explain these
<b>Specialist Knowledge, Expertise and Self Development</b>	Is respectful, courteous and professional, remaining composed, even in challenging circumstances
	Can be firm when necessary and communicate with confidence and authority
	Communicates clearly and fluently when speaking and in writing
<b>Drive &amp; Commitment to Public Service Values</b>	Develops and maintains the skills and expertise required to perform in the role effectively, e.g. relevant technologies, IT systems, spreadsheets, Microsoft Office, relevant policies etc.
	Clearly understands the role, objectives and targets and how they fit into the work of the unit
	Is committed to self-development and continuously seeks to improve personal performance
	Consistently strives to perform at a high level and deliver a quality service
	Serves the Government and people of Ireland
	Is thorough and conscientious, even if work is routine
	Is enthusiastic and resilient, persevering in the face of challenges and setbacks
	Is personally honest and trustworthy
	At all times, acts with integrity