

**GRAMPIAN VALUATION JOINT BOARD**

**JOB DESCRIPTION**

**(1) JOB IDENTITY**

**POST TITLE:** Graduate Trainee Valuer                      **LOCATION:**  
**SECTION:**  
**REPORT TO:** Principal Valuer

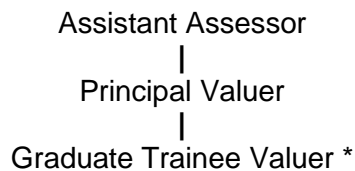
**(2) JOB PURPOSE AND WAY OF WORKING**

As part of a team, provide an efficient and effective property survey and valuation service in relation to the statutory duties of the Assessor.

**(3) MAJOR TASKS**

- 3.1 The survey and valuation of non-domestic properties.
- 3.2 The survey, valuation and banding of domestic properties.
- 3.3 The maintenance and update of technical records.

**(4) REPORTING RELATIONSHIPS**      This job is indicated by \*



**(5) DUTIES TYPICALLY INCLUDE:**

**5.1 The survey and valuation of non-domestic properties**

- 5.1.1 Monitor building warrants and planning consents for new and altered properties.
- 5.1.2 Liaise with developers and occupiers as to progress of new build/alterations.
- 5.1.3 Inspect new and altered properties.
- 5.1.4 Draw floor layout plans to scale and prepare construction and situation survey reports.
- 5.1.5 Calculate floor areas and input property related details into the non-domestic property computer system.
- 5.1.6 Prepare valuations based on approved schemes of valuation.
- 5.1.7 Assist in the discussion and negotiation of valuations with non-domestic ratepayers and their professional agents.
- 5.1.8 Assist in the preparation of appeal cases for hearing before the Valuation Appeal Committee.
- 5.1.9 Assist the Principal Valuer/Assistant Assessor with survey and valuation of more complex properties and plant and machinery.
- 5.5.10 Assist the Principal Valuer/Assistant Assessor in updating systems and handling technical information at the 5 yearly general revaluations.
- 5.5.11 Deal with enquiries from ratepayers and other Assessors offices.

**5.2 The survey, valuation and banding of domestic properties.**

- 5.2.1 Monitor building warrants and planning consents for new and altered properties.
- 5.2.2 Liaise with developers and site agents on construction sites.
- 5.2.3 Inspect, measure and note construction details for new and altered properties.
- 5.2.4 Draw floor layout plans to scale and prepare construction and situation survey reports.
- 5.2.5 Calculate floor areas and input property related details into the Council Tax computer system.
- 5.2.6 Estimate open market values for domestic properties at the level pertaining on 1 April 1991 based on sales evidence.
- 5.2.7 Prepare bandings for entry in the Valuation List.
- 5.2.8 Discuss valuation bandings with Council Tax payers or their professional agents.
- 5.2.9 Assist in the preparation of appeal cases for hearing before the Valuation Appeal Committee.

**(5) DUTIES TYPICALLY INCLUDE:**

**5.3 The maintenance and update of technical records.**

5.3.1 Prepare, maintain and update computer, GIS and manual property records for both domestic and non-domestic properties.

5.3.2 Prepare and record details of sales, cost and rental information.

5.3.3 Analyse sales, cost and rental evidence in preparation for revaluations or ongoing maintenance of both the Valuation Roll and Council Tax List.

**5.4 Professional Qualification**

5.4.1 Work diligently towards membership of the RICS and attain qualification as soon as is practicable.

**The above is intended to provide a clear but concise statement of the MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties, which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.**