

GRAMPIAN VALUATION JOINT BOARD

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Typist

LOCATION: Aberdeen

SECTION: Secretarial

REPORT TO: Personal Assistant

GRADE: Grade 1

POST REF: 19-06

(2) JOB PURPOSE AND WAY OF WORKING

(3) MAJOR TASKS

- 3.1 Attend to correspondence.
- 3.2 Type documents as required.
- 3.3 Answer telephone.
- 3.4 Operate standard office equipment.

(4) REPORTING RELATIONSHIPS This job is indicated by *

Personal Assistant

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Typist *

(5) DUTIES TYPICALLY INCLUDE:

5.1 Attend to correspondence

- 5.1.1 Collect, date stamp and deliver incoming mail to relevant personnel. Envelope and deliver outgoing mail from the Secretarial Section to the Mail Room.

(5) DUTIES TYPICALLY INCLUDE:

5.2 Type documents as required.

5.2.1 Prepare letters, reports and minutes etc as required by divisional staff from manuscript and on occasion by audio transcription.

5.2.2 Maintain the correspondence filing system on a daily basis.

5.3 Answer telephone

5.3.1 Answer telephone and pass on messages and enquiries to relevant personnel.

5.4 Other duties

5.4.1 Operate standard office equipment..

5.4.2 Data input

5.4.3 Generally assist in providing secretarial support to the Management Team.

5.4.4 Provide cover for the Personal Assistant when necessary.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all the detailed duties which the postholder will be expected to undertake.