

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Typist
Reference: 19-06
Section: Aberdeen
Date Specification Completed: 29 March 2019
Prepared By: GMO

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
Experience	Experience in the use of Microsoft Word or equivalent.	Previous office experience. Audio typing experience. Experience in dealing with the public.
Qualifications *	Good general education including English at National 5 level C or above (or equivalent) and typing/word processing qualifications.	Experience in the use of Microsoft Excel and Outlook. ECDL.
Skills/Abilities	Excellent keyboard skills. High level of literacy. Ability to work on own initiative and flexibly as part of a team. Ability to handle pressure and to work to deadlines	
Inter-personal & social skills	Ability to relate effectively to people at all levels. Confident and clear telephone manner Approachable and helpful manner.	
Other Qualities	Energetic, motivated and enthusiastic. A commitment and dedication to the demands of the post. Appreciation, acceptance and commitment to the importance of confidentiality.	

* Candidates will be required to show these documents at interview if invited to attend.