

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Clerical Officer
Reference: GVJB 19-11
Section: Elgin
Date Specification Completed: 30 August 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		Previous office experience. Experience of data input procedures. Experience in dealing with the public.
Qualifications *	Five National 5 awards at level C or above (or equivalent).	English at Higher Grade. ECDL.
Skills/Abilities	High standard of literacy and numeracy. Good keyboard skills. Ability to work on own initiative and flexibly as part of a team. Ability to produce neat and accurate work.	Experienced in use of Microsoft Word, Excel, Outlook.
Inter-personal & social skills	Ability to relate effectively to people at all levels. Excellent communication and letter/email writing skills. 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. Willing to undertake further study. Appreciation, acceptance and commitment to the importance of confidentiality.	

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