

## GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

### PERSON SPECIFICATION

**Post:** Clerical Officer  
**Reference:** GVJB 21-02  
**Section:** Aberdeen  
**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.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <b>The minimum acceptable levels for safe and effective job performance.</b>	<b>DESIRABLE</b> <b>The attributes of the ideal candidate.</b>
<b>Experience</b>		Previous office experience. Experience of data input procedures. Experience in dealing with the public.
<b>Qualifications *</b>	Five National 5 awards at level C or above (or equivalent).	English at Higher Grade. ECDL.
<b>Skills/Abilities</b>	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.
<b>Inter-personal &amp; social skills</b>	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.	
<b>Other Qualities</b>	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 provide these documents if invited to interview.**