

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY	
POST TITLE:	Temporary Electoral Registration Assistant
LOCATIONS:	Woodhill House, Westburn Road, Aberdeen/Home working
SECTION:	Administration
REPORT TO:	Administrative Assistant
SALARY:	£19,773.65 (£10.49 per hour) POST REF: GVJB 21-01

(2) JOB PURPOSE AND WAY OF WORKING
To carry out a range of duties in support of the delivery of the 2021 Scottish Parliamentary elections

(3) MAJOR TASKS
Opening and sorting mail
Batching, referencing and scanning registration application forms, postal and proxy application forms
Processing registration, postal and proxy applications
Undertake any other general clerical duties as necessary.

(4) REPORTING RELATIONSHIPS	This post is indicated by *
Principal Administration Officer	
Administrative Officer	
Administrative Assistant	
Electoral Registration Assistant *	