

## GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

### PERSON SPECIFICATION

**Post:** Electoral Registration Assistant  
**Reference:** GVJB 22-02  
**Location:** 234 High Street, Elgin  
**Date Specification Completed:** 1/3/2016  
**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> The minimum acceptable levels for safe and effective job performance.	<b>DESIRABLE</b> The attributes of the ideal candidate.
<b>Experience</b>		Previous office experience. Experience in visiting addresses and dealing with the public.
<b>Qualifications *</b>	5 standard grade passes at level 3 or above (or equivalent).	
<b>Skills/Abilities</b>	Ability to travel efficiently and effectively between various work locations within Grampian to meet the operational requirements of the service. Due to the rural nature of Grampian this is normally undertaken by use of a car.  Ability to work on own initiative and flexibly as part of a team.	Ability to use Microsoft Word, Excel and Outlook Understanding of the work of the Electoral Registration Officer
<b>Inter-personal &amp; social skills</b>	Ability to relate effectively to people at all levels. Approachable and helpful manner.	
<b>Other qualities</b>	Energetic, motivated and enthusiastic. 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.