

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE:	Clerical Officer	LOCATION:	Aberdeen, Banff, Elgin
SECTION:	Administration		
REPORT TO:	Administrative Assistant		
GRADE:	One/Two	POST REF:	GVJB 23-01

(2) JOB PURPOSE AND WAY OF WORKING

As part of a team, provide an efficient and effective clerical service within the functions of the Grampian Assessor & Electoral Registration Officer.

(3) MAJOR TASKS

Using computer systems to update voter, valuation and council tax band information.

Dealing with enquiries from the public and other organisations in person, by email, by phone and in writing.

Issuing questionnaires and other forms, monitoring their progress and processing returned forms.

Mail handling and the filing, scanning and photocopying of documents.

Undertaking reception duties, directing telephone calls, assisting with the annual electoral canvass and providing support at the time of elections and referendums.

(4) REPORTING RELATIONSHIPS This post is indicated by *

Principal Administration Officer

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Administrative Officer

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Administrative Assistant

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Clerical Officer *