

## GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

### JOB DESCRIPTION

<b>(1) JOB IDENTITY</b>			
<b>POST TITLE:</b>	<b>Electoral Registration Assistant</b>		
<b>LOCATION:</b>	<b>Mitchell Burnett House, Colleonard Road, Banff</b>		
<b>SECTION:</b>	<b>Administration</b>		
<b>REPORT TO:</b>	<b>Administrative Assistant</b>		
<b>GRADE:</b>	<b>One</b>	<b>POST REF:</b>	<b>GVJB 23-02</b>

<b>(2) JOB PURPOSE AND WAY OF WORKING</b>
<p>To call at addresses to deliver forms, establish details of occupation and assist members of the public who have not returned an electoral form.</p> <p>General clerical duties.</p>

<b>(3) MAJOR TASKS</b>
<p>Forward plan, schedule, visit and record outcomes for each address where electoral forms have not been returned to obtain registration information.</p> <p>Provide advice and assistance regarding registration to members of the public.</p> <p>Collate and process registration information ensuring confidentiality and compliance with the principles of data protection.</p> <p>Undertake any other office based general clerical duties as necessary.</p>

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