

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE:	Technical Assistant	LOCATION:	Elgin
REPORT TO:	Principal Valuer		
GRADE:	1,3,4	POST REF:	23-03

(2) JOB PURPOSE AND WAY OF WORKING

As part of a team, provide an efficient and effective property survey and valuation service.

(3) MAJOR TASKS

- 3.1 Survey, valuation and banding of domestic properties.
- 3.2 Survey and valuation of non-domestic properties.
- 3.3 Maintenance and update of technical records.

(4) REPORTING RELATIONSHIPS This job is indicated by *

Assistant Assessor
|
Principal Valuer
|
Technical Assistant *

(5) DUTIES TYPICALLY INCLUDE:

5.1 Survey, valuation and banding of domestic properties.

- 5.1.1 Check building warrants and planning consents for new properties and altered properties.
- 5.1.2 Liaise with developers' site agents on construction sites.
- 5.1.3 Inspect, measure and note construction details for new and altered properties.
- 5.1.4 Draw floor layout plans to scale and prepare construction and situation survey reports.
- 5.1.5 Calculate floor areas and input property related details into Council Tax computer system.
- 5.1.6 Update GIS for new property locations.
- 5.1.7 Produce capital valuation and banding recommendations for Council Tax purposes.
- 5.1.8 Assist in production of plans and photographs etc for appeal hearings.
- 5.1.9 Deal with enquiries from taxpayers.

5.2 Survey and valuation of non-domestic properties

- 5.2.1 Check building warrants and planning consents for new and altered properties.
- 5.2.2 Liaise with developers and occupiers as to progress of new build/alterations.
- 5.2.3 Inspect, measure and note construction details for new and altered properties.
- 5.2.4 Draw floor layout plans to scale and prepare construction and situation survey reports.
- 5.2.5 Calculate floor areas and input property related details into non-domestic property computer system.
- 5.2.6 Update GIS for new property locations.
- 5.2.7 Produce annual value recommendations for rating purposes.
- 5.2.8 Assist in production of plans and photographs for appeal hearings.
- 5.2.9 Assist valuation staff with survey and valuation of more complex properties and plant and machinery.
- 5.2.10 Assist valuation staff in updating systems and handling technical information at general revaluations.
- 5.2.11 Deal with enquiries from ratepayers.

(5) DUTIES TYPICALLY INCLUDE:

5.3 Maintenance and update of technical records.

- 5.3.1 The majority of technical records are maintained on integrated in-house systems and therefore most actions and outcomes require to be logged on the relevant systems. The postholder will therefore be involved in updating a variety of screens with technical and other relevant data.
- 5.3.2 Taking and storing/recovery of digital images.
- 5.3.3 Preparation and update of ad-hoc spreadsheet applications.

The above is intended to provide a clear but concise statement of the MAJOR TASKS and activities of the job. It is not an exhaustive list of all the detailed duties, which the post holder will be expected to undertake. The range of duties and responsibilities may alter in the course of time in light of legislative amendments affecting the Department's statutory functions.