

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

JOB DESCRIPTION

(1) JOB IDENTITY	
POST TITLE:	Electoral Registration Assistant
LOCATION:	Mitchell Burnett House, Colleonard Road, Banff
SECTION:	Administration
REPORT TO:	Administrative Assistant
GRADE:	One
POST REF:	GVJB 24-08

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

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

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