

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer

William J Gillies

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www.highland.gov.uk/hwi-vjb

PERSON SPECIFICATION

POST:

CLERICAL ASSISTANT

ESSENTIAL ATTRIBUTES:

- 1) Good literacy and numeracy skills.
- 2) Must be computer literate.
- 3) Apply confidentiality appropriately, taking account of data protection.
- 4) Excellent communication and interpersonal skills.
- 5) Reliability and commitment to the Department.
- 6) Ability to:
 - (a) work effectively to deadlines
 - (b) adapt to change and
 - (c) manage and prioritise constant and often conflicting demands

DESIRABLE ATTRIBUTES:

- (1) European Computer Driving Licence or other equivalent qualification.
- (2) Familiarity with Microsoft Office desktop software packages.
- (3) Experience of dealing directly with the public.

Date of current job specification March 2018