

# 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](http://www.highland.gov.uk/hwi-vjb)

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## JOB SPECIFICATION

- POST: SENIOR CLERICAL ASSISTANT
- GRADE: GS3
- SALARY: £18,909.29 – £19,675.72
- LOCATION: MORAY HOUSE, 16-18 BANK STREET, INVERNESS
- RESPONSIBLE TO: ADMINISTRATIVE ASSISTANT
- GENERAL RESPONSIBILITIES:
- Support senior staff with inputting, collation, interpretation and retrieval of information obtained in connection with the preparation and maintenance of the Valuation Roll, Council Tax List and Register of Electors;
  - Carry out all clerical tasks associated with the post;
  - dealing with enquiries from members of the public and others by letter and e-mail, on the telephone and at the public reception desk;
  - maintenance of internal office monitoring systems and records;
  - participation in special projects organised from time to time by senior staff;
  - working with the Administrative Assistant in the supervision, training and organisation of a team of Clerical Assistants
  - Providing cover for the Administrative Assistant as and when required
  - Promote and maintain a highly professional approach in dealing with the public
  - Behave at all times with honesty, integrity and self-respect
- OTHER DUTIES: The postholder may be required to perform duties appropriate to the post other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify reconsideration of the grading. As a result of such variations it may be necessary to update this job description from time to time.
- QUALIFICATIONS REQUIRED: A good general standard of education together with relevant and substantial experience in a clerical team-based environment.

The opportunity exists to study for the Association of Electoral Administrators Certificate in Electoral Administration.

**SPECIAL CONDITIONS:**

The postholder may be required to work overtime at times of peak pressure in order to meet work deadlines.

The postholder will be required to undertake a basic Disclosure check.

**FURTHER INFORMATION:**

Available from Mandy Thomson, Office & Support Manager (e-mail [mandy.thomson@highland.gov.uk](mailto:mandy.thomson@highland.gov.uk))