

# The Highland and Western Isles Valuation Joint Board

Assessor and  
Electoral Registration Officer

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## PERSON SPECIFICATION

### POST:

### SENIOR CLERICAL ASSISTANT

#### ESSENTIAL ATTRIBUTES:

- 1) Proven track record of experience in an office environment.
- 2) Good literacy and numeracy skills.
- 3) Apply confidentiality appropriately, taking account of data protection.
- 4) Must be computer literate.
- 5) Possession of supervisory skills.
- 6) Excellent communication and interpersonal skills.
- 7) Reliability and commitment to the Department.
- 8) Ability to work with minimum supervision and as part of a team.
- 9) Demonstrate an ability to manage and prioritise constant and often conflicting demands.
- 10) Ability to:
  - (a) work effectively to deadlines
  - (b) adapt to change and
  - (c) maintain confidentiality of information.

#### DESIRABLE ATTRIBUTES:

- (1) European Computer Driving Licence or other equivalent qualification.
- (2) Familiarity with Microsoft Office and Departmental software packages.
- (3) Experience of dealing directly with the public.
- (4) Ability to delegate efficiently.