

The Highland and Western Isles Valuation Joint Board

Assessor and
Electoral Registration Officer
William J Gillies

Headquarters
Moray House
16-18 Bank Street
Inverness IV1 1QY

Tel. 01463 703311
Fax. 01463 703301
e-mail: assessor@highland.gov.uk
www.saa.gov.uk/h-wi-vjb

PERSON SPECIFICATION

POST:

CLERICAL ASSISTANT

ESSENTIAL ATTRIBUTES:

- 1) Good literacy and numeracy skills.
- 2) Must be computer literate with database knowledge and experience.
- 3) Excellent communication and interpersonal skills.
- 4) Experience of working in an office environment.
- 5) Experience of dealing with daily clerical duties.
- 6) Experience of working with finance administration & systems.
- 7) Experience of arranging travel/meetings/training courses.
- 8) Meticulous attention to detail.
- 9) Able to work remotely as part of a team across multiple areas.
- 10) Familiarity with Microsoft Office desktop software packages.
- 11) Apply confidentiality appropriately, understanding and taking account of data protection.
- 12) Experience of dealing directly with the public.
- 13) Reliability and commitment to the Department.
- 14) Ability to:
 - (a) work effectively to deadlines
 - (b) adapt to change and
 - (c) manage and prioritise constant and often conflicting demands
 - (d) work on own initiative.

DESIRABLE ATTRIBUTES:

- 1) European Computer Driving Licence or other equivalent qualification.
- 2) Experience of electoral registration procedures, electoral registration canvassing or election duties.