

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 575395
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 extensive database knowledge and experience.
- 3) Meticulous attention to detail.
- 4) Apply confidentiality appropriately, taking account of data protection.
- 5) Excellent communication and interpersonal skills.
- 6) Experience of working in an office environment.
- 7) Able to work remotely as part of a team across multiple areas.
- 8) Familiarity with Microsoft Office desktop software packages.
- 9) Experience of dealing directly with the public.
- 10) Reliability and commitment to the Department.
- 11) 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) Experience of electoral registration procedures, electoral registration canvassing or election duties.
- 3) Able to work on own initiative.