

Grampian Assessor & Electoral Registration Officer



Job Description

(1) Job Identity

Post Title: Clerical Officer
Report To: Administrative Assistant
Grade: 1/2

(2) Job purpose and way of working

As part of a team, provide an efficient and effective clerical service within the functions of the Grampian Assessor & Electoral Registration Officer.

(3) Major tasks

- 3.1 Using computer systems to update voter, valuation and council tax related information.
- 3.2 Dealing with enquiries from the public and other organisations in person, by email, by phone and in writing.
- 3.3 Issuing questionnaires and other forms, monitoring their progress and processing returned forms.
- 3.4 Mail handling and the filing, scanning and photocopying of documents.
- 3.5 Undertaking call handling duties, assisting with the annual electoral canvass and providing support at the time of elections and referendums.

(4) Reporting relationships This post is indicated by *

Principal Administration Officer
|
Administrative Officer
|
Administrative Assistant
|
Clerical Officer *