

<b>Job Title:</b>	<b>Property Assistant</b>
<b>Grade:</b>	<b>GS3 – AP1</b>
<b>Contract Status:</b>	<b>1 x Permanent 3 x Fixed Term for 2 years</b>

## 1 PURPOSE OF JOB

- To carry out survey, inspection and measurement for Council Tax and Valuation Roll purposes.
- To provide support to professional and technical staff for maintenance of the Valuation Roll and Council Tax List.

## 2 JOB ACTIVITIES

- Maintaining all property files to an appropriate standard by writing survey reports, drawing plans/working with architectural plans and calculating areas.
- Operate in-house computer systems and maintain computer records in accordance with the requirements of the Board's policies.
- Assisting the valuation team by undertaking the survey and inspections of standard types of properties within the Board's geographical area.
- Any administrative or other appropriate duties as required.

## 3 LINE MANAGEMENT RESPONSIBILITIES

- None.

## 4 DECISIONS MADE

- Monitor and organise own personal workload and prioritise tasks to ensure the Board's culture of continuous improvement is achieved.
- Organise workload to ensure Best Value.

## 5 SUPERVISION RECEIVED

- Reports to a Divisional Valuer and/or Council Tax Manager.

## **6 CONTACTS**

- The general public.
- All staff up to Assistant Assessor.
- Business Occupiers

## **7 QUALIFICATIONS**

- Minimum academic qualification, 1 SQA Higher and 4 National 5 passes (or equivalent) at level C or above which must include Mathematics and English.

## **8 EXPERIENCE**

- Experience of using a range of software packages for word processing, spreadsheets and databases.
- Experience of operating computer systems and knowledge of Microsoft products ie Word and Excel.
- Must be able to demonstrate a high standard of skill with spoken and written English.
- The ability to meet customer needs through excellent customer service.

## **9 COMPLEXITY**

- Preparation of plans and reports.
- Ability to understand architects plans and drawings.
- Maintenance of hard copy and Information Technology based record systems.
- Interaction with the general public

## **10 CREATIVITY**

- Prioritisation of workload.
- Ability to organise workload effectively.
- Preparation of accurate, good quality reports and plans.

## **11 SPECIAL CONDITIONS**

- It will be a requirement of the post that the post-holder obtains a Basic Disclosure from Disclosure Scotland.
- Willingness to travel. Full current driving licence is desirable.
- Any other duties pertinent to post.