

Job Description

|  |  |
| --- | --- |
| **Job Title:** | **Trainee Technician**  |
| **Grade:** | **GS1 – AP1**  |

### PURPOSE OF JOB

* To assist qualified staff in maintaining Valuation Roll and Council Tax List.
* To carry out survey, measurement for Council Tax purposes.
* To undertake the survey, measurement of non domestic properties as required.

### JOB ACTIVITIES

* Assist in the valuation of all categories of dwelling for Council Tax purposes.
* Maintaining computer and hard copy files relating to Council Tax.
* Assisting in the development and implementation of IT programmes for Council Tax purposes.
* Assist in the analysis of sales evidence to establish Council bands and values.
* Preparation of evidence for use before local Valuation Appeal Committee.
* Survey of all categories of non-domestic property.
* Maintaining computer and hard copy records for non domestic property.

### LINE MANAGEMENT RESPONSBILITY

* None.

### DECISIONS MADE

* Liaising with colleagues in other geographical teams to ensure consistency of practice.

### SUPERVISION RECEIVED

* Reports to Divisional Valuer.
* Day to day supervision from Technicians and Valuation Services Team Manager.
* Expected to work with decreasing supervision as training progresses.

### CONTACTS

* The general public.
* All staff.
* Departmental staff of the four constituent councils.
* House builders.

### QUALIFICATIONS

* Minimum qualifications required to sit HNC in Built Environment or equivalent.

### EXPERIENCE

* Competent to commence training in the survey of all categories of domestic and non domestic property.
* Competent to commence training to analyse sales evidence and apply banding levels.

### COMPLEXITY

* Knowledge of local housing market.
* Maintenance of hard copy and Information Technology based record systems.
* Compliance with best value requirements.
* Correspondence with taxpayers.
* Maintenance of effective contacts with the four constituent councils.

### CREATIVITY

* Prioritisation of Council Tax work.
* Preparation of reports.
* Provision of recommendations to technical staff.
* Correspondence with taxpayers.
* Preparation of material before Valuation Appeal Committee.
* Acting in accordance with principles of Best Value.

### 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.