

Job Description

Job Title:	Trainee Technician
Grade:	GS1 – AP1

1. 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.

2. 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 tribunal hearings.
- Survey of all categories of non-domestic property.
- Maintaining computer and hard copy records for non domestic property.

3. LINE MANAGEMENT RESPONSIBILITY

- None.

4. DECISIONS MADE

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

5. SUPERVISION RECEIVED

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

6. CONTACTS

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

7. QUALIFICATIONS

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

8. 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.

9. 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.

10. CREATIVITY

- Prioritisation of Council Tax work.
- Preparation of reports.
- Provision of recommendations to technical staff.
- Correspondence with taxpayers.
- Preparation of material before tribunal hearings.
- Acting in accordance with principles of Best Value.

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.