

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Trainee Valuer</b>
<b>Grade:</b>	<b>GS3 – AP5</b>

### 1. PURPOSE OF JOB

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- To assist Assessor in maintaining Valuation Roll and Council Tax List.
- To participate actively as member of a Divisional team.
- To undertake Non Domestic valuations.
- To undertake valuation work for Council Tax.

### 2. JOB ACTIVITIES

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The post-holder will be a member of a geographical team responsible for the survey and valuation of the majority of property in that area for rating purposes and for Council Tax. The range of activities to be undertaken by any individual will depend on level of qualification, ability and experience and may include:-

- Survey and valuation of a wide variety of non-domestic subjects.
- Negotiation of such within parameters of valuation schemes.
- Determining levels of value subject to approval of Valuer and Divisional Valuer.
- Preparation of material for local appeal committees.
- Appearing as a witness at Valuation Appeal Committee Hearings.
- Assisting Valuers in developing schemes of valuation.
- Survey and valuation of domestic properties.
- Assisting in implementing programs of computer development.

### **3. RESPONSIBLE FOR**

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- None.

### **4. DECISIONS MADE**

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- Supervised negotiation of valuations within parameters of schemes.
- Selection and preparation of evidence.
- Assisting in setting local levels of value for non-domestic properties.
- Determining levels of value for Council Tax.

### **5. SUPERVISION RECEIVED**

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- Reports to Divisional Valuer.
- Expected to work with decreasing supervision as training progresses.

### **6. CONTACTS**

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- The general public.
- All staff up to Directorate level.
- Professional equivalents of Local Authority Departments.
- Professional agents.

### **7. QUALIFICATIONS**

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- Minimum of SQA Higher 2 at B and 2 at C level, one of which is mathematics and/or entry requirements for course recommended.

### **8. EXPERIENCE**

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- Competent to assist survey all categories of Domestic and Non-Domestic property.
- Competent to commence training to apply standard schemes of Non-Domestic valuation and Local Tax Valuation.

## **9. COMPLEXITY**

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- Valuation of a wide variety of properties.
- Analysis of valuation data.
- Interpretation of law.
- Consultation and negotiation with professional agents.
- Training of technical staff.

## **10. CREATIVITY**

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- Preparation of values and reports.
- Providing recommendations to valuation staff.
- Correspondence with ratepayers and professional agents.
- Preparation and presentation of material before appeal committees.
- Determining levels of value for Council Tax.
- Analysis of cost and rental data.
- Acting in accordance with principles of Best Value.
- Participation in development of valuation systems.

## **11. SPECIAL CONDITIONS**

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