

Job Title:	Property Assistant
Grade:	GS3 – AP1

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.

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.