

## CLERICAL ASSISTANT

Reference No.	A4396	Type:	Individual
Service	Democratic Services		
Job Family	Admin and Clerical 2	Grade	FCLW

### Purpose

To undertake clerical tasks associated with the Electoral Registration annual canvass.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Undertaking bulk mail opening, scanning and related clerical tasks associated with the Electoral Registration annual canvass.	<p>Experience of working in an office using current computer based applications to carry out a range of duties (Deliver results – See ‘How We Work Matters’ Framework)</p> <p>Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O’ Grades including Maths and English, or equivalent</p> <p>Ability to provide a regular and effective service</p> <p>Literacy skills</p> <p>Team working skills (Working together)</p> <p>Accuracy skills (Focus on customers)</p> <p>Interpersonal skills</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

# Role Profile

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Using current computer based applications to update and maintain existing systems to enable the prompt retrieval of data, e.g. spreadsheets, databases.	IT skills (Embrace technology and information)  Experience of non-standard corporate systems  Numerical skills  Attention to detail  Time Management skills (Take ownership)  Experience of maintaining confidentiality	✓      ✓  ✓  ✓  ✓	✓
Supporting information and records management: such as electronic and paper filing and file management.	Organisational skills	✓	

# Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>Take Ownership</li> <li>Focus on Customers</li> <li>Work Together</li> <li>Embrace Technology &amp; Information</li> <li>Deliver Results</li> </ul>