

The Highland Council

Job Description

Service:	Corporate Governance	Section:	Legal
Job Title:	Clerical Assistant 2 (Licensing)		
Grade and Salary:	HC03 (£17,799.60 - £19,619.60)		
	Salary placing would normally be at the first point of the scale		
Location:	Tigh Na Sgire, Portree		
Responsible to:	Licensing Officer/Solicitor/Principal Solicitor, Regulatory Services		
Job Purpose:	To undertake a wide range of clerical duties associated with Civic Government and other non-liquor licence applications, with a particular focus on short term let licensing applications		
	To occasionally undertake clerical duties associated with the administration of liquor licence applications.		
Key Duties and Responsibilities:	Providing clerical support for applications for non-liquor licensing applications and, when directed, liquor licensing applications including the preparation of correspondence in relation thereto using Microsoft packages		
	To administer and maintain the non-liquor licensing database		
	To answer the telephone, handle and log incoming and outgoing mail, photocopying, filing and other general office duties		
Other Duties:	The post holder may be required to undertake any other duties appropriate to the level of the post.		
	Duties and responsibilities will vary from time to time.		
Date:	June 2022		

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Person Specification

Service: Corporate Governance

Section: Legal and Licensing

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Location: Tigh Na Sgìre, Portree

Essential Attributes:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. Ability to work accurately with large datasets
2. Ability to work as part of a team and under own initiative, with a minimum of supervision
3. Ability to work to targets and deadlines
4. Good written and verbal communication skills
5. Ability to set up and manage filing/database systems
6. Ability to work methodically with a keen attention to detail
7. Ability to problem solve
8. Experience of working in a busy office environment
9. Experience of dealing with enquiries from members of the public and external agencies
10. Good working knowledge of MS Office applications including Access databases
11. Experience of using web based applications

Ideal Attributes:

1. Good general education including Mathematics and English
2. Experience of working within a legal and/or policy framework