

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 14 August 2000

REPORT ON: Registrars - Application for Regrading - Clerical Assistants

REPORT BY: Director of Personnel and Management Services

REPORT NO: 452-2000

1 PURPOSE OF REPORT

1.1 This report presents to Committee a recommendation following an investigation into an application for regrading and seeks the Committee's approval for this recommendation.

2 RECOMMENDATION

2.1 Since the grounds of the application have not been substantiated, it is recommended that the application be refused.

3 FINANCIAL IMPLICATIONS

3.1 None.

4 LOCAL AGENDA 21 IMPLICATIONS

4.1 None.

5 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 None.

6 BACKGROUND AND PROPOSALS

6.1 The posts were included in a Management Services Review which took place during 1998. (Report No. 507/1998, which was approved by the Personnel and Management Services Committee on 12 April 1999, refers). Following the report being submitted to Committee, it was agreed to review the duties and responsibilities of the posts again, as UNISON requested that the comparability issue, which could not be addressed as part of the Management Services Review, be investigated.

- 6.2 The Clerical Assistants submitted information that their jobs, which are graded GS1/2 (£8,652 - £11,685), were comparable with that of a Word Processor Operator based in Environmental and Consumer Protection Department, which is graded GS3 (£11,898 - £12,405). However, the regrading claim was not progressed on the comparability issue as comparability with a Word Processor Operator was not competent. For the comparability issue to be competent, the individuals had to be able to show that the higher grade was applied in general and not just for one specific post. The incumbents were unable to provide any further information on comparable posts and they chose to proceed with their claim on the basis that their duties and responsibilities had increased.
- 6.3 Their duties and responsibilities were discussed in depth and they were in agreement with the updated job description (attached). Their Line Manager, the City Registrar, was also in agreement with the updated job description. The job description has been evaluated and, in the view of the Director of Personnel and Management Services, the grade of GS1/2 remains appropriate.

7 CONSULTATION

- 7.1 The Chief Executive and Director of Support Services have been consulted in the preparation of this report.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

9 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services

Date

DUNDEE CITY COUNCIL**JOB DESCRIPTION - SUPPORT SERVICES DEPARTMENT****IDENTIFICATION**

Post Title:	Receptionist/Clerical Assistant	Post Ref.:
Section:	Registrars	Grade:
Responsible to:	City Registrar	
Responsible for:	N/A	

JOB PURPOSE

To act as first point of contact for members of the public and provide reception services and clerical/typing support for Registrars.

PRINCIPAL WORKING CONTACTS

1. Registrars
2. Members of the Public

MAIN DUTIES

1. Type letters, memoranda, reports and other documents from written drafts and edit standard letters as appropriate.
2. Use various appropriate computer packages.
3. Type and photocopy birth, marriage and death certificates.
4. Find copies of birth, marriage and death certificates from microfiche and accurately retype if required.
5. Answer telephone, refer callers to appropriate Registrar, take messages or answer queries.
6. Undertake photocopying, filing and other general office duties.
7. Uplift and distribute incoming mail and despatch outgoing mail, recording details in postage book.
8. Use a computerised registration record system to input details to amend historical records, ensuring registration procedures are adhered to, check information and print amended certificate.

9. Enter marriage details in the computer system, print off marriage schedules and place names and dates of marriage on the list of intended marriages and produce Certificates of No Impediment, as required.
10. Prior to posting, check all marriage certificate details are correct, and have been signed.
11. Control flow of members of the public to the Registrars.
12. Process cash, cheque and credit card payments for certificates, in accordance with laid down financial and administrative controls.
13. Maintain/assist in the maintenance of a Petty Cash Imprest System in accordance with laid down financial and administrative controls.
14. Order and maintain stationery levels from the Registrar General, etc.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 28/4/00
Authorised: