

Job Title	LAND ADMINISTRATION ASSISTANT
Division	Land Administration
Location	Regional Office
Department	Region 1 – Mabaruma Office
Salary Band	One (1)
Objective	To deal with queries from members of the public with respect to public lands.
Main Responsibilities	<ol style="list-style-type: none"> 1. Deals with routine queries from members of the public with respect to public lands. 2. Provides members of the public with information from the parcel-based land information system. 3. Records lease information or other data provided by members of the public in appropriate register or database. 4. Refers more complicated queries to the relevant Manager/Officer. 5. Provides members of the public with information on Lands and Surveys Commission products and sells same. 6. Ensures the smooth functioning of the waiting area and that all members of the public are dealt with as quickly and efficiently as possible. 7. Prepare invoices for rent payments and filing fee. 8. Records all payments in register. 9. Any other related duties that may be assigned from time to time.
Working and reporting relationships	<p>Reports to:</p> <ul style="list-style-type: none"> • Senior Land Administration Officer <p>Working relationships (Internal) System Programmer/Analyst (parcel-based land Information System)</p>
Job specifications	<p>Qualifications: Possesses at least 3 GCE “O” Level/CXC/equivalent passes, with a pass in English Language (General).</p> <p>Experience and Knowledge: He/she must be computer literate and able to extract information from the parcel-based land information system. Must have experience in dealing with members of the public.</p> <p>Inter-personal Skills: Verbal Communication for meetings and presentations at all levels.</p>

	<p>Personal characteristics: A pleasant personality Flexibility to adapt to changing priorities Initiative in approach to improving effectiveness of customer service processes Determination to achieve stated objectives under pressure from difficult resource constraints Integrity to ensure that all actions simultaneously conform to business, best practice and compliance requirements Customer Focus</p>
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