



JOB DESCRIPTION

- JOB TITLE:** Search Administrator
- DEPARTMENT:** Building Control
- POST NUMBER:**
- GRADE:** Scale 2
- ACCOUNTABLE TO:** Senior Administrative Assistant and Head of Building Control
- LOCATION:** Avalon House
- POST OBJECTIVE:** To carry out all administrative work involved in processing Search enquiries in accordance with the Land Charges Service level agreement
To respond to subsequent Solicitors enquiry's
- SPECIFIC TASKS:**
1. Provision of Building Control Regulation Case History and other details required by the Building Control service for the Land Charges CON29 questionnaire (to be provided to the Land Charges service) within 48 hours;
 2. Provision of further details relating to the original search, to solicitors, following requests within 48 hours;
 3. To provide proper maintenance and administration of Building Control Regulation computer and paper records; and
 4. Provision of any administrative support requirements on behalf of the Building Control service.

Signed

Dated