

GFIE- 422 - Document Coordinator - Paisley

Closing Date: 4 April 2025

This role at The Crown Office and Procurator Fiscal Service is available to people who served in the Armed Forces, **OR** be in your resettlement period and due to leave the Armed Forces within a reasonable time frame **OR Military Spouse/Partner**: Your current partner must still be serving **OR** was discharged within the last 12 months.

We want you to join us, learn new skills and bring your experience to our organisation. We believe that everyone has the potential to make a difference, and we want to ensure that all our staff are equipped with the knowledge and skills to do so. As part of your employment, you will have access to a range of learning and development, and a buddy who can help you to understand the Civil Service and enable you to make the most of the opportunities it offers.

Organisation	Crown Office and Procurator Fiscal Service
Job Title	DOCUMENT COORDINATOR
Job Grade	Admin Officer
Positions available	1
Salary	£25,235
Location	Paisley
Contract Length	Fixed Term for 12 months (possibility of permanency)
Hours	35 hours. Monday to Friday (preferred start time between 0700-0800) Daily attendance at Paisley Procurator Fiscal Office. No scope for home working.

About the job

The Crown Office and Procurator Fiscal Service is responsible for the investigation and prosecution of all crime in Scotland; the investigation of deaths which require further explanation; and the investigation of complaints against the police.

ABOUT THE ROLE

Please note the main responsibilities, activities and duties of the role:

Fiscal Officer, National Print Unit, Paisley

- Manage all Mailboxes
- Opening all Royal and DX mail
- Sort all mail
- Scanning of all mail
- Upload and validate all scanned mail to power retrieve and file in folders
- Print and collate all overnight documents
- Print, collate, split, send out all postal and personal documents to the agreed timescales

- Assist managers with the collating of all statistics
- Order stationery ensuring that the budget is adhered to
- Liaising with suppliers
- Data input and validating data input
- Carrying out daily end control checks
- Preparing and registering all Royal and DX Mail
- Other administrative duties as outlined by the manager

ESSENTIAL CRITERIA REQUIRED

- Ability to work as part of a team
- Accurate data processing skills with strong attention to detail
- Good organisational skills

Application Details	<p>To apply we will need:</p> <ul style="list-style-type: none"> • A completed Expression of Interest form • A copy of your CV <p>This should be sent via e-mail to GFIE@cabinetoffice.gov.uk</p>
Requirements and Timeline	<p>Informal conversations with candidates are expected to take place in April 2025 and it is hoped that successful candidates start in Mid-June 2025 following successful security checks.</p>