

# Office of the Parliamentary Counsel

## JOB DESCRIPTION

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**POST TITLE:** SECRETARY

**GRADE:** (OPS/SS 2)

**POST NO:** 23739

**REPORTS TO:** (OPS/SS 5)

**JOB POSITIONS  
SUPERVISED:** N/A

### **JOB SUMMARY:**

Under the general direction of the Chief Parliamentary Counsel, the Secretary is responsible for providing Secretarial services to the assigned Legal Officer(s). The incumbent is also responsible for preparing legal documents for submission to the relevant MDAs. eg. Proofreading material for spelling, grammar and punctuation errors, correct format, presentation and edit accordingly. Typing and editing of Laws; Orders; Rules; Regulations; Notices Memorandum to Ministries, etc.

### **DUTIES:**

- Providing secretarial services to the assigned Legal Officer(s).

Typing, proofreading and editing of:

- Laws; Orders; Rules; Regulations; Notices
- Memorandum to MDAs.
  
- Assists with the proofreading of draft Bills
- Takes minutes of meetings when required
- Annotates the Laws of Jamaica and their Subsidiary Legislation, when enacted
- Gazettes received from the Printing Service are noted in the Guide to the Subsidiary Legislation under the different Laws, sections etc.

- Makes *amendments* in the respective Laws Books; PRR's; Gazette, etc.
- Updates minute sheet
- Removes and inserts pages as directed
- Performs additional tasks assigned from time to time.

**Scope of Authority:** N/A

**Key areas of Responsibility:** N/A

**Performance Standards:**

The job is satisfactorily performed when:

- Adequate and prompt Secretarial support is given to the assigned Legal Officer(s).
- Documents/drafts are accurately typed and proofread promptly.
- Confidentiality and integrity is exercised in the performance of the job functions.
- Accurate minutes of meeting is taken and circulated within two weeks thereafter.
- Laws of Jamaica and their subsidiary legislation are annotated accurately – pages removed and replaced in accordance with the instructions given by the Printers.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- 4 CXC/GCE subjects including English Language
- Secretarial Diploma from a recognized Institution
- Certificate in Administrative Management levels 1-2 from MIND

- Three years working experience in the secretarial field

### **COMPETENCIES**

- Able to type 40-45 words per minute
- Excellent knowledge of Microsoft Word Access & Excel
- Able to write 80-100 words per minute in Short Hand
- Excellent communication skills (both written and oral)