



## CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

<b>Ministry/Entity: MINISTRY OF JUSTICE</b>	
<b>Job Title</b>	Secretary
<b>Job Grade</b>	OPS/SS2
<b>Post Number</b>	
<b>Unit</b>	
<b>Division</b>	Justice Policy and Governance
<b>Reports To:</b>	Director Public Law, Restorative and Preventative Justice
<b>Direct Reports</b>	
<b>Indirect Reports</b>	

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date created/revised

### **A. JOB PURPOSE STATEMENT (reason for job existing)**

To provide efficient and effective secretarial support services to the Public Law, Restorative and Preventative Justice Unit.

### **B. KEY OUTPUTS**

- Records Maintained
- Documents Produced
- Reports Generated
- Filing System Maintained
- Mail recorded and distributed
- Office Supplies requested and distributed
- Appointments/meetings scheduled

### **C. KEY RESPONSIBILITY AREAS**

- Maintains an appropriate filing system for the recording and easy retrieval of information;
- Assists in monitoring the logs of all mail/files that comes directly to the Public Law, Restorative and Preventative Justice Unit.
- Monitors and maintains the “third copy” files for correspondence sent out of the Public Law, Restorative and Preventative Justice Unit.;
- Types reports, correspondence, memos, forms, agendas;
- Proof reads documents for accuracy, completeness and conformity to established formats;
- Assists in co-ordinating activities for a variety of meetings, attends meetings, take notes and prepares minutes;
- Screen phone calls intended for the Director Public Law, Restorative and Preventative Justice;
- Receives dictation
- Complete inventory system for the Public Law, Restorative and Preventative Justice Unit.
- Assist in procurement activities on behalf of the Public Law, Restorative and Preventative Justice Unit for stationery and office supplies and ensures the adequacy of the Unit’s stationery and supplies
- Research and provides information to facilitate the preparation of critical reports;
- Reproduces confidential and other urgent correspondence and deals with urgent mail, faxes and emails as directed.
- Performs other related functions assigned from time to time by the Director Public Law, Restorative and Preventative Justice

## D. PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Documents are accurately produced within agreed timeframe to required standard
- Filing system is maintained according to established Records Management standards
- Office supplies are adequate and distributed within the agreed time frame
- Mail processed and distributed to appropriate person within the agreed timeframe
- Appointment diaries are accurately updated as requested
- Confidentiality and integrity are exercised

## E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Analytical Thinking	
Integrity		Planning and Organising	
Team Work & Cooperation		Time Management	
Initiative			
Compliance			
Customer and Quality Focus			
Interpersonal			
Adaptability			

III. Other Competencies	level
Ability to compose and edit written material	
Ability to record minutes and transcribe meeting notes	
Ability to work under pressure and meet deadlines	
Tact and decorum when dealing with people	

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## F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

### a) Specific knowledge (however acquired) required to start:

### (b) Qualifications and Experience

CXC/GCE O'level English Language; successful completion of the Certificate in Administrative Management (CAM) level 2 at the Management Institute for National Development (MIND), proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus 4-5 years general office experience.

### OR

Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; training in the use of a variety of software applications e.g. word processing, database and spreadsheets; English Language at CXC/GCE O'level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND) plus 4-5 years general office experience.

### (C) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

## G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work beyond normal office hours

## H. AUTHORITY

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