



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Secretary
JOB GRADE: OPS/SS2
POST NUMBER: 56693
DIVISION: Justice Training Institute
REPORTS TO: Programme Coordinator
MANAGES:

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Strategic Objectives of the Division (in which the position is located):

TBD

Job Purpose

To provide efficient and effective secretarial support services to the Justice Training Institute

Key Outputs:

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

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 Justice Training Institute.
- Monitors and maintains the “third copy” files for correspondence sent out of the Justice Training Institute;
- 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;
- Screens phone calls intended for the Director/Principal;
- Receives dictation
- Completes inventory system for the Justice Training Institute;
- Assists in procurement activities on behalf of the Justice Training Institute for stationery and office supplies and ensures the adequacy of the Unit’s stationery and supplies
- Researches 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 Justice Training Institute

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

Internal and External Contacts (specify purpose of significant contacts):

Internal Contacts

Contact (Title)	Purpose of Communication
Programme Coordinator	<ul style="list-style-type: none">• Receive guidance

Contact (Title)	Purpose of Communication
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> Develop and maintain effective working relationships Collaborate, exchange information
General Staff	<ul style="list-style-type: none"> Develop and maintain effective relationships Provide advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> Develop and maintain effective relationships;

Required Competencies:

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

I. Other Competencies
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

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 1 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.

Authority:

N/A

Specific Conditions associated with the job

- Work beyond normal office hours