



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b> Secretary
<b>JOB GRADE:</b> OPS/SS2
<b>POST NUMBER:</b> 71177 and 71178
<b>DIVISION:</b> Justice Policy and Governance
<b>REPORTS TO:</b> Director Public Law, Restorative and Preventative Justice
<b>MANAGES:</b>

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):

### Job Purpose

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

### 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 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;
- Co-ordinates 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
- Completes inventory system for the Public Law, Restorative and Preventative Justice Unit.
- Assists 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
- 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 Director Public Law, Restorative and Preventative Justice

### 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:**

**Within the Division**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Senior Director, Justice Policy and Development	Instructions, Directions, Approvals, Consultation, Briefing and Reporting
Director, Public Law, Restorative and Preventative Justice	Instructions, Directions, Approvals, Consultation, Briefing and Reporting
Director, Documentation, Information and Access Services	Information, Consultation/Consultative Support on Records Management
Officers - Administration and Office Services	Information, Request for Administrative support
Officers/Secretaries and Administrators etc - Units/Departments/Divisions	Information, Consultation/Consultative Support on relevant subject matter

**Contacts external to the organisation required for the achievement of the position objectives**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Liaise on key functional or issues affecting areas.</li> </ul>
MDAs	As directed required

**Required Competencies:**

<b>I. Core Competencies</b>	<b>Level</b>	<b>II. Technical/Functional Competencies</b>	<b>level</b>
Oral Communication		Use of Technology	
Written Communication			
Integrity			
Team Work & Cooperation			
Initiative			
Compliance			
Customer and Quality Focus			
Interpersonal			
Adaptability			

### III. Other Competencies

Ability to compose and edit written material

Ability to record minutes and transcribe meeting notes

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.

#### Authority:

N/A

#### Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.