



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF  
JAMAICA  
**MINISTRY OF HEALTH**

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Records Officer  
**JOB GRADE:** PIDG/RIM 2  
**DEPARTMENT:** Information & Documentation  
**REPORTS TO:** Registrar/Manager Information & Documentation  
**MANAGES:** N/A

This document is validated as an accurate and true description of the job as signified below

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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

## **JOB PURPOSE**

To provide efficient filing, retrieval and extend quality customer service to client.

## **KEY OUTPUTS**

1. Correspondence filed & charge out cards updated
2. Cards located
3. Returned files checked and shelved
4. Records sorted and labeled.
5. New files created
6. Files retrieved upon request
7. Minutes sheets updated

## **KEY RESPONSIBILITY AREAS**

1. Ensures that files requested are dispatched and files returned re-shelved.
2. Sorts records.
3. Maintains record of the movement of files.
4. Ensures that all files are numbered using the established system and are arranged in correct chronological order.
5. Files correspondence
6. Opens new files when needed
7. Changes old file jackets when necessary

## **PERFORMANCE STANDARDS**

1. Accurate filing.
2. Quick response to files requested (same day service)
3. Up to date records of the movement of files.
4. Structured filing is maintained.
5. Minute sheets updated
6. Correspondence filed in a timely manner

7. Registry procedures adhered to.
8. Accurate filing and shelving

**REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>
Knowledge of Office practice & procedures.
Knowledge of record storage and retrieval systems.
Knowledge of MOH Registry procedures
Knowledge of Access To information Act and the Official Secrets Act

<b>Core Competencies</b>	<b>level s</b>
Good Oral Communication skills	2
Good written communication skills	2
Confidentiality	2
Good interpersonal skills.	2
Customer and quality focus	2
Teamwork and cooperation	2

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- 4 'O' levels including English
- Training in Records Management.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Dust nuisance
- Poor air ventilation.