

**NATIONAL PUBLIC HEALTH LABORATORY  
JOB DESCRIPTION**

**NAME**

**DESCRIPTIVE TILTE OF POST**

Secretary (OPS/SS 1)

**REPORTING RELATIONSHIP**

Head of Histopathology Department

**MINISTRY OR AGENCY**

Ministry of Health

**DEPARTMENT**

Histopathology

**LOCATION**

21 Slipe Pen Road, Kingston

**SUMMARY**

The purpose is to proof-read reports, type accurate Histopathology reports and dispatch them. Also to file and research reports and assist in any other area where necessary.

**DUTIES AND RESPONSIBILITIES**

- Type surgical reports and other correspondence.
  - Prepare envelopes for reports
  - Sort and dispatch reports.
  - Records reports, dispatch reports in dispatch book.
  - Prepare index cards and file them alphabetically.
  - Data entry and retrieval of files.
- Files copies of surgical reports in log
- book numerically.
  - Receive and dispatch correspondence.
  - Issue urgent reports via telephone to doctors-receive and make telephone calls re: patients' reports.
  - Ensure that proper records of correspondence and appointments for pathologist are kept.
  - Ensure that the security of confidential files and other items

requiring safe keeping, by locking them away before departing.

- Assist in any other area where necessary.
- supervise Holiday workers
- Type rosters
- Research projects.
- Assist in the event of absenteeism.

## **QUALIFICATION AND EXPERIENCE**

4 C.X.C subject or its equivalent including English Language plus Certificate in Administrative Management Level 1 course at M.I.N.D. or Diploma of Certificate in Secretarial studies from a recognized Institution