



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Records Clerk
JOB GRADE: PIDG/RIM 1
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

Jodi-Ann Bennett

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To ensure that information is organized and stored using the established system.

KEY OUTPUTS

1. Files numbered and properly marked out.
2. Correspondence numbered
3. Correspondence filed on both general and personal files.
4. New files created.
5. Records sorted.
6. Files correctly re-shelved.
7. Minute Sheet updated

KEY RESPONSIBILITY AREAS

1. Attends to request of files both general and personal.
2. Distributes files to various division/department.
3. Ensures that correspondence is placed on relevant files.
4. Responsible for opening of personal files.
5. Re-shelves incoming files.
6. Maintains record of the movement of file
7. Ensures all files, minutes, enclosures are numbered and are in correct order.
8. Checks minutes sheet for instruction and comply.

PERFORMANCE STANDARDS

1. Quick Response
2. Accurate and Structured filing is maintained.
3. Locate & retrieve files for Officers within 24 hours.
4. Correspondence is properly numbered before departure.
5. Minutes and Enclosures are numbered correctly.
6. File movements recorded.

7. New files are created upon request

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of good office practice and procedure
Knowledge of records management techniques
Knowledge of MOH Registry procedures
Knowledge of Access To information Act and the Official Secrets Act

Core Competencies	Level s
Oral communication skills	1
Good written Communication skills	1
Good interpersonal skills	1
Customer and quality focus	1
Confidentiality	1
Teamwork and cooperation	1
Integrity	1
Initiative	1
Methodical	1

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- 4 O' levels including English

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dust nuisance
- Poor ventilation
- Confidentiality