



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 and Documentation
REPORTS TO: Registrar/Manager Information & Documentation
MANAGES:

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

Sydonie G. K. Greenwood

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To locate and retrieve files for Officers upon request. Ensure that correspondences are placed on relevant files, so as to keep files up to date & keep them in good condition for use.

KEY OUTPUTS

1. Files retrieved and marked out
2. Correspondence accurately filed
3. Enclosures numbered and in chronological order
4. New Files created
5. Minute sheets updated
6. Mails delivered in 24 hours

KEY RESPONSIBILITY AREAS

1. Locates & retrieves files for Officers upon request.
2. Ensures that correspondences are placed on relevant files.
3. Ensures that correspondences are numbered properly.
4. Creates files in consultation with registrar.
5. Locates & retrieve files for Officers upon requests.
6. Places correspondence on files
7. Delivers registered mails
8. Changes file jackets when necessary
9. Inventory of General Files.

PERFORMANCE STANDARDS

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

- Must have at least 4 CXC subjects including English.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dust Nuisance
- Poor Ventilation system