



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

| | |
|-------------------------|-------------------------|
| JOB TITLE: | Secretary 2 |
| JOB GRADE: | OPS/SS 2 |
| POST NUMBER: | |
| DIVISION/BRANCH: | Legal Services Division |
| SECTION/UNIT: | N/A |
| REPORTS TO: | Legal Officers |
| MANAGES: | N/A |

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

1. JOB PURPOSE (Reason for Existence)

Reporting to Legal Officers, the incumbent will provide secretarial services that will ensure the effective and efficient operations of the Legal Division.

2. KEY OUTPUTS (Results, Deliverables)

- Letters and documents typed, amended and collated;
- Incoming/outgoing mail processed;
- Meetings scheduled and organized;
- Appointments scheduled, and logged;
- Proper storage and retrieval of documents manually and electronically;
- Documents photocopied and collated;
- Documents faxed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative

- Schedules and organises meetings and venues and inform attendees of meetings beforehand;
- Prepares Agendas for meetings and organise relevant information and documents;
- Maintains schedules of meetings and appointments for Legal Officers;
- Receives and makes telephone calls for the Officers and other staff in the Division;

- Maintains an effective and efficient information storage and retrieval system both manually and electronically;
- Establishes and maintains a system for control and safe keeping of all confidential files and records;

B.) Technical/Professional

- Drafts letters of a routine nature and other correspondence for Legal Officers' signature;
- Attends in-house meetings and takes notes and reproduces in an accurate and presentable manner;
- Makes amendments and collate documents as necessary;
- Follows-up on correspondence and assignments issued by the Officers;
- Processes incoming and outgoing correspondence;
- Receives, sorts and dispatches mail;
- Ensures prompt and accurate recording of the receipt and movement of correspondence and files;
- Liaises with other Divisions in the Ministry, the Regional Health Authorities, Attorney General's Department and other government departments and agencies as required and follows up on pending cases;
- Updates Legal Officers on pending cases;
- Gives routine/standard information to members of staff and the public upon request;
- Operates office equipment such as photocopier, fax machine in support of the work of Legal Officers and the Division;
- Assists in preparation of standard reports;

C.) Other Responsibilities

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Documents typed, amended and collated are accurate and produced in the appropriate format;
- Incoming/outgoing mail processed and distributed in a timely manner;
- Meetings are efficiently scheduled, coordinated and organized;
- Appointments scheduled, and logged and reminders provided to facilitate effective preparation and timely arrival;
- Files and supporting documentation easily retrieved and securely stored;
- Documents photocopied and collated in a timely manner;
- Documents faxed as required;
- Confidentiality, courtesy, professionalism, dependability and tact are displayed in the conduct of duties;
- Harmonious relations are maintained with staff members and external contacts.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

| Contact (Title) | Purpose of Communication |
|--------------------------|---|
| Director, Legal Services | Obtain advice, receive directives and guidance, information regarding portfolio, and provide feedback. |
| Legal Officers | Obtain advice, receive directives and guidance, work assignments information regarding portfolio, and provide feedback. |
| Members of staff in the | Obtain and share information |

| Contact (Title) | Purpose of Communication |
|-----------------------------|---|
| Division/Ministry | |
| Regional Health Authorities | Obtain and share information, relating to pending cases |

ii) External

| Contact | Purpose of Communication |
|-------------------------------|---|
| Attorney General's Department | Matters relating to pending cases |
| The Public | Gives routine and standard information on request |

6. REQUIRED COMPETENCIES:

Core

- Good oral and written communication skills
- Good Human Relations and Interpersonal skills;
- Good time management, planning and organizing skills.
- Good skills in teamwork and cooperation;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Managing External relationships

Technical

- Sound knowledge of records/file management techniques;
- Sound knowledge of secretarial procedures and practices;
- Knowledge of Administrative practices;
- Proficiency in typewriting and shorthand;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications;
- Knowledge of modern office equipment,

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Successful completion of a course of study at an accredited Secretarial School and English Language at the CXC/GCE O'Level English;
- Successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development at (MIND);
- Typewriting/word processing at a speed of 45-50 wpm;
- Good shorthand/note taking skills of at least 100wpm would be an asset;
- At least two (2) years working experience in a similar capacity.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB:

- May be required to work beyond normal working hours from time to time.

9. AUTHORITY TO:

- Screen visitors/telephone calls to the Director.

10. WORKING CONDITION:

- Normal office conditions