



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 71**  
**OSC Ref. C.4468'**

**1<sup>st</sup> March, 2019**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the posts of **Secretary 2 (OPS/SS 2) – (4 posts: 1 Vacant; 3 Not Vacant)** in the **Attorney General's Chambers**, salary range \$687,897 - \$817,693 per annum.

**Job Purpose**

Under the direction of the Director, Administration, the incumbent provides administrative and secretarial support to assigned Attorney(s) in accordance with established standards and procedures.

**Key Responsibilities**

- Transcribes notes and reproduces documents; reads and edits material for spelling, error, grammar, punctuation, correct format and presentation;
- Photocopies and collates legal documents;
- Annotates/updates Laws of Jamaica and subsidiary legislation;
- Maintains Attorney's Diary/Appointment Calendar;
- Arranges interviews;
- Sends and receives facsimile transmissions;
- Receives, screens and places telephone calls and records messages;
- Assists assigned Attorney in the retrieval and photocopying of statutes, recorded Judicial decisions and legal articles;
- Drafts routine correspondence for the signature of assigned Attorney;
- Performs any other related duties assigned.

**Required Knowledge, Skills and Competencies**

- Proficient in the use of relevant computer applications (Word-processing, Spreadsheets)
- Good Oral and Written Communication skills
- Good Interpersonal skills
- Good Time Management and Organizing skills

**Minimum Required Qualification and Experience**

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);
- OR**
- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
  - At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

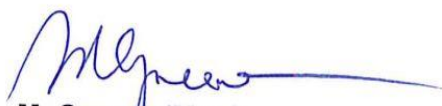
Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> March, 2019 to:**

**Director, Human Resource Management and Administration  
Attorney General's Chambers  
2 Oxford Road (NCB Towers)  
Kingston 5**

Email: [hrm@aqc.gov.jm](mailto:hrm@aqc.gov.jm)

Please note that only short listed applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer (acting)