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8th June, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be fill/be assigned to the following posts in the **Attorney General's Chambers**:

1. **Senior Secretary (OPS/SS 3) – (Vacant)**, salary range \$887,418 – \$1,054,861 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – (2 posts – Not Vacant)**, salary range \$687,897 – \$817,693 per annum and any allowance(s) attached to the post.

1. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction of the Director of Administration, the incumbent provides administrative and secretarial support to assigned Attorney 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 research of statutes, recorded judicial decisions and legal articles;
- Drafts routine correspondence for the signature of assigned Attorney;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Proficient in the use of relevant computer applications(Microsoft Word, Excel)
- Excellent oral and written communication skills
- Excellent interpersonal, time management and organizational skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four (4) to five (5) years' general office experience;

OR

- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four (4) to five (5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and four (4) to five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Secretary 2 (OPS/SS 2) – (2 posts)

Job Purpose

Under the direction of the Director of Human Resource Management and Administration, the incumbent provides administrative and secretarial support to assigned Attorney, 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, 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 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, time management and organizational 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 Thursday, 21st June, 2018 to:**

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

Email HRM@agc.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.



Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)