

## **GENERAL CAREERS**

### **Records Information Management/Clerical**

The persons employed in these positions, in addition to those in the secretarial group, constitute the largest number of employees, and is usually the first point of entry into the Service.

The duties performed by the group vary from Department to Department, as one may be assigned in a Personnel Department, an Accounts Department or a Registry, for example.

There are different levels in this group ranging from Level 1 through to Level 4. In order to be promoted to a Level 4 position, one is required to obtain a first degree in Library Studies, or any equivalent qualification.

### **Secretarial**

This series includes positions engaged in the provision of typing, stenographic and secretarial services. This entails setting up and typing narrative, graphics and tabular material, taking dictation and transcribing from shorthand; composing and typing letters, memoranda and reports; being familiar with specialized terminologies unique to the unit assigned, and performing general secretarial and related duties. Positions which use personal computers to carry out any or all of the above functions are also included in this series.

Secretaries perform numerous tasks which are dissimilar in kind, but which have in common the purpose of assisting the work of one or more persons in an organization. Because all the individual tasks performed by secretaries are related to the work of the people they assist, there are unique opportunities available for secretaries to increase the scope of their position. Using information and insight obtained in performing one task, secretaries can enlarge the scope and effectiveness of their performance of other tasks.

There is also a special opportunity for secretaries and the people they support acting and speaking for these individuals with an authority not common in other clerical positions.

For entry into this group one must have English Language and have a typing speed of at least 45 words per minute.

## **Telephone Operator**

The telephone operator is an integral part of the organization as he/she is the first point of contact.

Entry into this group requires a Certificate in Telephone Quality plus a pass in English Language. The candidate will also be required to pass a test administered by the Office of the Services Commissions (OSC).

## **Fiscal Management**

The entry requirement for this group is a minimum of four (4) Ordinary Level passes inclusive of English Language and Mathematics or

Accounts. For promotion in this group, employees are required to successfully complete the relevant Government Accounting courses and/or professional Accounting courses (eg. the Association of Accounting Technicians Examinations (AAT), the Association of Certified Chartered Accountants Examinations (ACCA) and/or a diploma or Degree in Accounting from a recognized university.

Positions in this group include: Cashiers, Accounting Technicians, Auditors, and Professional Accountants.

## **Revenue Management**

Positions in this group are unique to the Revenue Services, which include the Office of the Jamaica Customs, Inland Revenue, Taxpayer Audit and Assessment, and the Revenue Protection Departments.

This group has eleven (11) levels and most persons who enter this group come in at level four after successful completion of the postgraduate Diploma in Tax Administration and Revenue Management at the Management Institute for National Development.

## **Technical Services**

The Government Service carries a large number of technical posts which require of the holders a sound general education and subsequent specialised training of varying periods, with particular emphasis on the practical aspects of the duties to be performed in conjunction with theoretical studies. Such training is normally acquired at specialised schools or through on the job learning experiences.

Positions in this group include, Draughtsmen, Motor Vehicle Inspectors and Works Overseers.

## **Management Information System/Information Technology**

There are eight (8) levels in this group. Entry requirements are the standard qualifications for the Government Service and computer training. For promotion in this series, one is required to have a Diploma or first Degree in Computer Studies along with specialised computer training, e.g., Microsoft Certification.

## **Mass Communication**

Included in this occupational group are Public Relations Officers and Audio Visual Technicians. The entry requirement for this group is certification in Audio Visuals or Public Relations/Communications. At the more senior level, the entry requirement is a first degree in Mass Communications or equivalent qualifications.

## **Legal**

This group is responsible for the drafting and interpretation of legislation, the drafting of contracts, lease, treaties and other legal documents, the initiating of prosecution and the representation of litigants, the representation of Jamaica at international meetings, the provision of advice and the giving of legal opinions on questions and

problems submitted, the adjudication of legal disputes, the conduct of legal research and the recommendation of reforms.

Persons recruited for employment in the legal group are required to have a Bachelor of Laws Degree (LLB), along with a Certificate in Legal Education (CLE) and admitted to practice at the Jamaican Bar.

Positions in this group include Clerk of Court/Crown Counsels, Assistant Crown Counsels, and Legal Officers.

## **Paralegal**

These persons give support to the Legal group. The minimum qualification for entry is four (4) subjects of which English Language is compulsory. Paralegal training would be an asset.

The duties performed by persons in this group vary depending on the Department.

Positions included in this group are Assistant Clerks, Titles Registration Officers and Trust Administration Officers.

Persons can be promoted from this group to level one of the Legal groups, upon successful completion of the relevant training course. These positions are called Deputy Clerks of Courts.

## **General Management**

Entry into this group requires at least a first degree, in addition to administrative and leadership capabilities and a mature attitude.

Positions in this group cover a vast array of occupational fields. These include Office Management, Human Resource Management and Development, Industrial Relations, Policy Analysis and Implementation and Education Officers.

From time to time, officers within the service with the required training and experience may be promoted into this group.