

JOB TITLE: CLERK II (G)**JOB ID:** T0273**Old JOB Number:** 0**REPORTS TO:** PERSONNEL OFFICER**Date revised:** 2012-04-10**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE**PURPOSE:** To perform clerical support duties in accordance with clearly defined rules and procedures.**KEY OUTPUTS:**

- Simple memoranda, letters and reminders.
- Personnel statistics.

RANGE OF ACTIVITIES:

- Processing of documentation according to defined rules and procedures.
- Prepares of simple correspondence, e.g., memoranda, letters, reminders and minutes in files.
- Answers telephones enquires and enquires by members of the public. Advises members of the public on status of applications and procedures for obtaining services/benefits.
- Compiles straightforward statistics.
- Performs other related duties.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Four (4) subjects including English Language at the GCE "O" Level or CXC (General - Grade I to III, or Basic - Grade I).

OR

- Any of the following:
 - (i) Certificate in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (ii) Diploma in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (iii) Certificate in Attainment in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (iv) Ordinary Certificate in Commerce - Government Technical Institute/New Amsterdam Technical Institute
 - (v) Ordinary Diploma in Commerce - Government Technical Institute/New Amsterdam Technical Institute
 - (vi) Certificate in Industrial and Social Studies (C.L.C.)

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Work is of a routine nature. Job holder will be guided by rules and administrative practices.

RESOURCE MANAGEMENT:

- Maybe custodians of one or two pieces of records, statistics and office calculator.

COMMUNICATIONS: Frequent contact with supervisor, colleagues and members of the Public. Maybe required to liaise with persons in other Ministries/Departments/Agencies, etc.**WORKING CONDITIONS:** Normal office conditions.

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