

**JOB TITLE:** TYPIST CLERK

**REPORT TO:** SECRETARY OF THE COMMISSION

**THRU':** ADMINISTRATIVE ASSISTANT

**ORGANISATION:** OFFICE OF THE INTEGRITY COMMISSION

**DATE:** 2018-04-01

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**PURPOSE:** To type letters, memorandum, dispatch of all correspondence and schedule repair or servicing of office equipment.

**KEY OUTPUTS:**

- Typed documents.
- To develop and maintain a secure and reliable database.

**RANGE OF DUTIES:**

- To type memorandum and letters drafted by Staff of the Commission.
- To assist in registry work, i.e., opening mails, classifying, coding, filing and bring- up of correspondence.
- To collate type written work.
- To operate standard office machine, computer, photocopier, etc.
- To communicate with Members and Employees in the Commission on quires of each data and give feedback where necessary.
- To perform any other related duties for the smooth functioning of the Commission.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Five (5) subjects CXC/G.C.E 'O' Levels including English Language and Mathematics. (A pass in English Language at CXC (General – not lower than grade 111/basic – grade 1) or GCE 'o' level not lower than grade C or Pitman Advance English or Pitman English for speakers of others languages- Higher Intermediate or Pitman English for Business Communication level 111.)

**PLUS**

A pass in typewriting or Electronic Documentation Preparation and Management at CXC with grades not lower than General – grade 111 – or Pitman Intermediate Typewriting with the ability to type at the rate of a minimum of thirty- five (35) words per minute or a Diploma in Computer Studies from a recognized institution.

**OR**

One (1) of the following:-

- I. Certificate in Secretarial Science- Government Technical Institute/New Amsterdam Technical Institute
- II. Diploma in Secretarial Science- G.T.I/N.A.T.I.
- III. Ordinary Certificate in Business- G.T.I/N.A.T.I.
- IV. Certificate of Attainment in typist clerk work- G.T.I/N.A.T.I.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- Little decision making. Impact on results moderate. Poor quality work can adversely affect the efficiency of the Commission and lead to failure to meet deadlines.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for the care of office equipment and stationary given for his/her to use.

**COMMUNICATIONS:** The job communicate regularly with secretaries/staff and with the officers in the Commission

**WORKING CONDITIONS:** Normal working conditions.

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**Prepared and approved by:** Management of the Integrity Commission.