

**JOB TITLE:** TYPIST CLERK

**REPORT TO:** SECRETARY

**THRU':** ADMINISTRATIVE ASSISTANT

**ORGANISATION:** OFFICE OF THE INTEGRITY COMMISSION

**DATE:** Amended 2026. 04. 01

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**PURPOSE:** To type letters, memorandum, dispatch of all correspondence.

**KEY OUTPUTS:**

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

**RANGE OF DUTIES**

- To type memorandum and letters drafted by officers of the Integrity Commission.
- To assist in registry work, i.e., opening mails, classifying, coding, filing and bring up of correspondence.
- To collate type written work.
- To communicate with members and employees in the Commission on queries of each data and give feedback where necessary.
- To perform any other related duties.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Five (5) subjects at CSEC level including English Language, Electronic Document Preparation Management (EDPM) and Mathematics Plus two (2) years experience in data entry or typing.
- Must be computer literate.

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

- The job holder has to use initiative in relation to handling of matters pertinent to submissions to the Commission.

- To ensure reliable decisions are made to avoid adverse effects on the effectiveness of the database in order for consistent and accurate information to be disseminated by Commission.

**RESOURCE MANAGEMENT:**

- The incumbent does not supervise any staff and is not a budget holder. He/she is responsible for equipment under his/her use.

**COMMUNICATIONS:** The job holder communicates with the secretary, members of staff and the public and other visiting consultants.

**WORKING CONDITIONS:** Work is office bound.

**Prepared and approved by:** Management of the Integrity Commission using the Public Service job description/job specification as a guideline.