



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 309
OSC Ref. C. 4515⁴

26th November, 2020

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 assigned to the post of **Senior Secretary (OPS/SS 3) – (Not Vacant)** in the **Supreme Court's Office**, salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Registrar, the Senior Secretary provides secretarial and administrative support service, to facilitate the smooth operation of the Revenue Court.

Key Responsibilities

- Receives documents filed at the Revenue Court Registry;
- Types and proof-reads letters, forms and reports, for Supervisor's review and signature;
- Takes and transcribes notes and reproduces documents for Supervisor's review and signature;
- Prepares draft correspondence for Supervisor's review;
- Prepares and disseminates correspondence, memoranda, forms and reports;
- Establishes and maintains a correspondence log for documents moving in and out of the Office;
- Establishes and maintains a filing system for correspondence and files;
- Maintains Diary by keeping and/or making tentative appointments, in consultation with Supervisor;
- Provides general information to internal and external customers/clients;
- Prepares Agenda for meetings and organises relevant materials, documents and all related logistics;
- Facilitates the completion of reports;
- Maintains schedules of meetings and special appointments;
- Answers telephone and refers callers or visitors to appropriate member of staff;
- Assists with the requisition and distribution of the Units stationery;
- Maintains Imprest and submits receipts/outstanding cash to the Accounts Department;
- Prepares Monthly Attendance Report;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

- Excellent command of the English Language and effective written communication skills
- Good interpersonal and customer service skills
- Sound judgement and decision-making skills
- Excellent time management skills
- Ability to use initiative
- Results-oriented
- Integrity and confidentiality
- knowledge of Office practices and procedures
- Proficient in use of computer applications especially Microsoft Office Suite (Word, Excel, Power Point)

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 to five (4-5) years' general office experience;

OR

- Graduated 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 to five (4-5) 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 to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 9th December, 2020 to:**

**Senior Human Resource Officer
Human Resource Department
Supreme Court
King Street
Kingston**

Email: hrd@supremecourt.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**