



## Office of the Services Commissions

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### **CIRCULAR No. 366** **OSC Ref. C. 6272<sup>16</sup>**

**31<sup>st</sup> August, 2022**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to/fill be assigned to the post of **Records Clerk (PIDG/RIM 1) – (2 posts, 1 Vacant and 1 Not Vacant)** in the **Administrative and Special Services Division, Office of the Prime Minister**, salary range \$655,604 - 779,307 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Registrar, the Records Clerk provides support to the Documentation Information and Access Services Unit with the processing of mail, filing and information retrieval, and the provision of information under the Access to Information Act.

### **Key Responsibilities**

#### ***Technical/Professional:***

##### ***Processing Mail***

- Sorts outgoing mail into delivery zones;
- Records mail in outgoing mail delivery books and prepares them for dispatch;
- Processes incoming mail by date stamping, sorting and recording in relevant books;
- Checks delivery books to ensure delivery of mail;

##### ***Access to Information***

- Receives and logs telephone enquiries;
- Assists customers in completing application forms;
- Assists with the preparation of documents for inspection and purchase.

##### ***File Management***

- Sorts, classifies indexes and files correspondence on appropriate files;
- Prepares correspondence for cross referencing;
- Opens new files;
- Processes requests for loan of files;
- Records requests for 'Bring Up' in appropriate Register, checks files taken out and submits to relevant officer; follow-up to ensure files are returned;
- Inspects files to ensure that they are up to date; remove unnecessary documents; removes inactive files and take them to the relevant filing areas;
- Conducts inventory of files; updates the Records Database;
- Assists with the processing of files for Retention/Disposal;
- Participates in the annual Ministry-wide inventory and audit exercise; participates in the annual record survey exercise;
- Processes telephone and other bills;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Integrity/Confidentiality
- Good oral, written communication skills
- Good judgement and decision-making skills
- Good planning and organising skills
- Good interpersonal and customer service skills
- Knowledge of the operations of Government
- Knowledge of Records Management practices and procedures
- Working knowledge of the Archives Act, Access to Information Act
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel)

**Minimum Required Qualification and Experience**

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level Subjects including English Language and a Numeric Subject plus on-the-job training in Records and Information Management.

**Special Conditions Associated with the Job**

- Required to work beyond normal working hours and on weekends, whenever the need arises;
- Working environment involves possible exposure to dust.

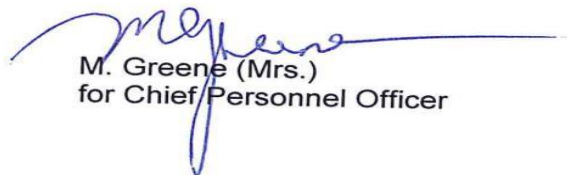
Applications accompanied by résumés should be submitted **no later than Tuesday, 13<sup>th</sup> September, 2022 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.gov.jm)

Please note that only shortlisted 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.**



M. Greene (Mrs.)  
for Chief Personnel Officer