

MEMORANDUM

*FROM: Permanent Secretary
Public Service Ministry*

Our Ref. #PS:25/0/1^{XII}

*TO: Secretary,
Public Service Commission*

*SUBJECT: New Approved Job
Specification for the position of
Typist Clerk I*

DATED: June 16, 2003

Please be informed that the new approved Job Specification for the position of Typist Clerk I is as indicated hereunder: -

NATURE AND SCOPE:

Qualifications, Knowledge and Experience:

Typist Clerk 1

A pass in English Language at CXC (General – not lower than Grade III/Basic – Grade 1) or GCE 'O' Level not lower than Grade C or Pitmans Advanced English or Pitmans English for Speakers of Other Languages – Higher Intermediate or Pitmans English for Business Communications Level III or the Public Service Entrance Examination.

PLUS

A pass in Typewriting at CXC or GCE at the Grades stated above or Pitmans Intermediate Typewriting with the ability to type at the rate of a minimum of thirty-five (35) words per minute.

OR

One (1) of the following: -

- | | | | |
|-------|--|---|--|
| (i) | Certificate in Secretarial Science | - | Government
Technical Institute/
New Amsterdam
Technical Institute |
| (ii) | Diploma in Secretarial Science | - | do |
| (iii) | Certificate in Attainment in Secretarial | - | do |

Science

- | | | | |
|------|--|---|----|
| (iv) | Ordinary Certificate in Business Studies | - | do |
| (v) | Certificate of Attainment in Clerk Typist Work | - | do |

With the ability to type at the rate of a minimum of thirty-five (35) words per minute.

OR

Three (3) subjects CXC one (1) of which should be English Language (General – not lower than Grade III/Basic – Grade 1) or three (3) subjects at GCE 'O' Level not lower than Grade C one (1) of which must be English Language.

PLUS

A sound knowledge in Microsoft Windows, Computerized Word-Processing eg Microsoft Word or Corel Word Perfect from an acceptable institution. Use of a spreadsheet management tool eg Microsoft Excel will be an asset.

The successful applicant would be required to type on the computer Key Board at a minimum speed of thirty (30) words per minute.

Typist Clerk II

Three (3) years experience as a Typist Clerk 1.

.....
C. ROBERTSON
Principal Personnel Officer
For Permanent Secretary
PUBLIC SERVICE MINISTRY

Copy: All Permanent Secretaries
Heads of Department and
Regional Executive Officers