CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: SUPREME COURT

Job Title:	EXECUTIVE SECRETARY 2 (NEW)
Propose Grade:	**OPS/SS 5**
Post Number:	
Division:	Probate
Reports to:	Registrar
Direct Report:	
Indirect Report:	N/A

This document is valid as an accurate and true description of the job signified below.

_____	_____	_____
Employee Name	Signature	Date
_____	_____	_____
Supervisor Name	Signature	Date

_____ _____

Head of Department/Division Date

_____ _____

Date received in Human Resource Division Date

Created/revised_____

JOB PURPOSE (reason for job existing)

The incumbent provides efficient and effective secretarial and administrative support services to the Registrar of the Civil Division of the Supreme Court.

KEY OUTPUTS (results, deliverables)

- Documents reproduced
- Reports prepared and compiled
- Accurate Recordings
- Letters drafted
- Meetings and appointments scheduled and arranged
- Records Management System maintained
- Emails checked and responded to
- Files prepared
- Communications prepared
- Court Information Management System updated

KEY RESPONSIBILITY AREAS:-

Management and Administrative responsibilities

- Reproduces in the correct format, a variety of documents as instructed by the Registrar
- Receives dictation;
- Routes correspondence to relevant officers/Divisions
- Sends and receives Email communication on Registrar's instructions
- Monitors incoming calls/clients, routes and directs accordingly.
- Schedules appointments, meetings and briefs the Registrar on the matter before confirming the meetings;
- Arranges meetings and ensures that accurate recordings of the proceedings are done
- Prepare and compile Management reports and other reports as directed by the Registrar

- Liaises with internal/external customers in order to give/receive information as directed by the Registrar
- Establishes and maintains a system for the control and safe keeping of classified, confidential documents and reports;
- Maintains an up-to-date records management system of documents in the office of the Registrar
- Drafts correspondences as directed by the Registrar
- Perform any other related duties as instructed by the Registrar
- Checks and responds to emails as directed by the Registrar
- Liaise with the Registry in the various divisions for information
- Assist with updating the Court Information Management System after file has been processed by Registrar.
- Email requisitions and administrative notices that have been issued by the Registrar

Other Responsibilities

- Performs any other related duties assigned.

CONTACTS

Internal	**Purpose**
Registrar	For instructions, guidance and information
Deputy Registrar/ other Registrars	For Information
Staff	For Information
External	**Purpose**
Court Management Services	
Attorneys	

PERFORMANCE STANDARDS

- Documents reproduced in the agreed timeframe and in keeping with the established standards
- Reports prepared and compiled in keeping with the established standards and the agreed timeframe
- Accurate Recordings in keeping with the established standards
- Letters drafted
- Meetings and appointments scheduled and arranged in keeping with the established standards
- Records Management System maintained in keeping with the established standards
- Emails checked and responded to within the agreed timeframe
- Communications prepared within the agreed timeframe
- The Court Information Management System updated in keeping with the established standards

REQUIRED COMPETENCIES

Core

- Highly confidential
- Tact and diplomacy
- Excellent oral and written communication skills.
- Excellent interpersonal and customer service skills
- Excellent time management, planning and organizational skills
- Strong team building and Conflict management skills
- Working Knowledge of The Court Information Management System
- Proficiency in the use of the relevant Computer Applications.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- Certified Professional Secretary Course (CPS)
- Certificate in Administrative Management (MIND)
- Typing speed of at least sixty (60) words per minute
- Shorthand at one hundred and twenty (120) words per minute
- With seven (7) years' work experience

KNOWLEDGE AND SKILLS

- Comprehensive knowledge of office procedures and systems
- Comprehensive knowledge of computer software applications
- Excellent customer service and interpersonal skills
- Excellent oral and written communication skills
- Excellent organisational and planning skills

AUTHORITY

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal