

**JOB TITLE:** TYPIST CLERK I**JOB ID:** T1345**Old JOB Number:** 0**REPORTS TO:** REGISTRY SUPERVISOR**Date revised:** 2009-09-16**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE**PURPOSE:** To produce copy typed reports, letters, memoranda, statistical tables and cut stencils for duplications.**KEY OUTPUTS:**

- Typed documents.

**RANGE OF ACTIVITIES:**

- Types memoranda and letters drafted by officers of the Ministry/Department.
- May assist in registry work, i.e., opening mails, classifying, coding, filing and bringing-up of correspondence.
- Collates type written work.
- Requisitions for stores and issues stationery.
- Performs other related duties.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- Typist Clerk I  
A pass in English Language at the G.C.E. 'O' Level Examination not lower than Grade C or C.X.C. (General - Grades I to III or Basic - Grade I) or Pitman's Advanced English or Pitman's English for Speakers of Other Languages - Higher Intermediate or Pitman's 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 Pitman's Intermediate Typewriting 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 I) or three 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 I.

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

- Little decision making. Impact on results moderate. Poor quality work by several Typists can adversely affect the efficiency of the Ministry/Department/Region and lead to delays, failure to meet deadlines.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for the care of a wordprocessor and/or the typewriter and stationery given for her to use.

**COMMUNICATIONS:** The job holder regularly communicates with secretarial/registry staff and with the officers in the Ministry/Department/Region, especially those for whom he/she has to type.

**WORKING CONDITIONS:** Normal office conditions.

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**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER