

**JOB TITLE:** TYPIST CLERK**JOB ID:** T3152**Old JOB Number:** 0**REPORTS TO:** SUPERVISING OFFICER**Date revised:** 2011-10-22**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To type letters, memorandum and statistical tables for duplicate and schedule repair servicing of office equipment.**KEY OUTPUTS:**

- Typed documents.

**RANGE OF ACTIVITIES:**

- To type memorandum and letters drafted by officers of the Ministry/Department.
- To assist in registry work, i.e., opening mails, classifying, coding, filing and bringing-up of correspondence.
- To collate type written work.
- To requisit for stores and issues stationery.
- To operate standard office machine, wordprocessor, typewriter, photocopier, etc.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A pass in English Language at CXC (General - not lower than grade 111/ basic - grade 1) or GCE '0' level not lower than grade C or Pitman Advance English or Pitman English for speakers of others languages - Higher Intermediate or Pitman English for Business Communication level 111.

PLUS

A pass in Typewriting or Electronic Documentation Preparation and Management at CXC with grades not lower than General - grade 111 - or Pitman Intermediate Typewriting with the ability to type at the rate of a minimum of thirty-five (35) words per minute or a Diploma in Computer Studies from a recognised institution.

OR

One (1) of the following:-

- (i) Certificate in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
- (ii) Diploma in Secretarial Science - G.T.I./N.A.T.I.
- (iii) Ordinary Certificate in Business - G.T.I./ N.A.T.I.
- (iv) Certificate of Attainment in typist clerk work - G.T.I./N.A.T.I.

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

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

**RESOURCE MANAGEMENT:**

- The job holder is responsible for the care of office equipment and stationery given for her to use.

**COMMUNICATIONS:** The job holder communicates regularly with secretaries/registry staff and with the officers in the Ministry/Department/Region.

**WORKING CONDITIONS:** Normal working conditions

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**PREPARED BY:** SPO

**CHECKED BY:** PPO