



<https://www.dcs.gov.jm/job/senior-secretary-ops-ss-3/>

SENIOR SECRETARY (OPS/SS 3)

Description

Under the general direction of the Principal Probation Aftercare Officer, the incumbent is responsible for the efficient day to day operations of the Unit. The incumbent also executes routine secretarial assignments including dictation, written, or composed correspondences; schedules and maintains an appointment diary/calendar to facilitate the smooth and effective communication between the internal/external customers.

Employment Type

Full-time

Industry

Probation Aftercare Branch

Base Salary

\$ 1,711,060 - \$ 2,301,186

Date posted

October 29, 2024

Valid through

15.11.2024