



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **ADMINISTRATIVE ASSISTANT (GMG/AM 3)** in the Probation Aftercare Branch, Rehabilitation and Probation Aftercare Division with salary ranging from **\$2,190,302 - \$2,945,712 per annum**.

#### **JOB PURPOSE**

Under the direct supervision of the Chief/Principal Probation Aftercare Officer, the Administrative Assistant is responsible for providing administrative, coordinating and secretarial support to facilitate the effective and efficient operation of the Regional/Probation Office. It is the responsibility of the incumbent to monitor the spending of the Imprest and maintaining the Imprest Book. The incumbent is charged with the responsibility of conducting inventories on the office supplies, furniture and equipment.

The incumbent attends and takes minutes at meetings held within the Region with the Chief Probation Aftercare Officer, Principal Probation Aftercare Officers and Senior Probation Aftercare Officers. Also, the incumbent assists with the planning and implementation of In-House Training and quarterly Regional Training Seminars.

#### **KEY RESPONSIBILITIES**

##### **Managerial/Administrative Responsibilities:**

- Assists with the planning and implementation of In-House Training and quarterly Regional Training Seminars.
- Compiles and submits Regional Monthly Statistical Returns to the office of the Director of Probation Aftercare Services.
- Assists with the preparation and submission of quarterly and annual Regional Reports to the Director of Probation Aftercare Services Unit.
- Types, formats and corrects various reports.
- Processes and submits Vacation and Maternity Leave applications to the office of the Director of Probation Aftercare Services.
- Compiles and submits Regional Sick and Departmental Leave Returns to Human Resource Unit.
- Develops and submits Individual Work Plan to Chief Probation Aftercare Officer;
- Conducts and submits to the Administrator the half-yearly inventories of office furniture and equipment.
- Collects, compiles and submits to the Administrator the half-yearly inventories of office furniture and equipment for the Probation Offices within the Region.
- Monitors office and medical supplies and makes requisition when necessary.
- Monitors, updates and secures personal files and other confidential documents within the Office.
- Drafts various letters and routine correspondence.
- Prepares letters and memoranda from drafts and handwritten notes.
- Receives, logs and distributes incoming mails.
- Maintains incoming and outgoing correspondence register.
- Maintains and supervises filing system for all documents and reports held in the office.
- Maintains and monitors diary with appointments and meetings for the supervisor.
- Takes dictation and minutes at meetings and generates and circulates the relevant reports.
- Prepares and delivers personal files and other administrative records.

- Records, screens and directs visitors and clients to the relevant staff member.
- Compiles and submits Quarterly Performance Management Appraisal Reviews to the Human Resource Unit.
- Compiles and submits Annual Performance Management Appraisal reports to the Human Resource Unit.
- Maintains and updates Telephone and Cheque Books.
- Maintains and updates Imprest Book.
- Prepares Imprest Vouchers and submits Proof of Imprest Returns to the Accounts Unit.
- Compiles and submits Monthly Upkeep, Travelling and Subsistence Claims for Chief Probation Aftercare Officer and Principal Probation Aftercare Officer to the office of the Director of Probation Aftercare Services.
- Compiles and submits Fortnightly and Monthly Payroll Summaries to the Accounts Unit.
- Prepares and reports the Situation Report to the Operations Room.
- Checks the office electronic mail and disseminates or prints the communication.

**Other Responsibilities:**

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

**REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

- Good oral and written communication skills
- Good interpersonal and customer relations skills
- Excellent knowledge of filing system and methods
- Knowledge of protocol for meetings
- Good planning and organising skills
- Proficient in the relevant computer applications
- Good time management
- Good team player
- Ability to meet deadlines
- Ability to maintain high level of integrity and confidentiality
- Knowledge of the operations of the Department's policies and procedures
- Sound knowledge of general office procedures
- Knowledge of the judicial system
- Knowledge of basic accounting, and supplies and inventory management

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Four (4) subjects including English Language at CXC or GCE 'O' Level with proficiency in typewriting at a speed of 55-60 words per minute and shorthand at 80 words per minutes;
  - Successful completion of Administrative Management: Level 2 at the Management Institute for National Development (MIND);
  - At least three (3) years' experience in the related field;
- OR**
- Graduated from an accredited Secretarial School with proficiency in typewriting at a speed of 55-60 words per minute and shorthand at a speed of 80 words per minute;
  - Successful completion of Administrative Management: Level 2 at the Management Institute for National Development (MIND);
  - Four (4) subjects including English Language at CXC or GCE O' Level and training in computer applications;
  - At least three (3) years' experience in the related field.

**CONTINUOUS PROFESSIONAL DEVELOPMENT:**

- Certification in Administrative Management: Level 3.
- Attends relevant training on emerging trends and practices within the field.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;

- Exposure to high-risk environment within Correctional Facilities and their environs.
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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**