



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **SENIOR SECRETARY (OPS/SS 3)** in the **Probation Aftercare Branch, Rehabilitation and Probation Aftercare Division** with salary ranging from **\$1,711,060 - \$2,301,186 per annum**.

JOB PURPOSE

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.

KEY RESPONSIBILITIES

Administrative:

- Prepares individual workplan;

Technical/Professional:

- Prepares requisition for stationeries for the Unit and ensure that sufficient stocks are always in place;
- Drafts letters, memoranda and other routine correspondences and transmits to the relevant officers as soon as they are available for the Probation Aftercare Branch;
- Prepares letters and memoranda from drafts and handwritten notes;
- Assists in compiling and reviewing relevant reports (monthly, annual etc);
- Receives, logs and processes all incoming correspondences;
- Maintains incoming/outgoing correspondence logbook;
- Maintains and manages the filing system for all documents/reports held in the Unit;
- Maintains diary appointments/meetings ensuring there is no overbooking of same;
- Takes dictation and minutes at meetings and transcribes, complete and circulate relevant reports;
- Receives and screens telephone and re-routes to relevant person.

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 problem solving and decision-making skills;
- Good interpersonal and customer relations skills;
- Good planning and organizing skills;
- Ability to work under pressure and meet deadlines;
- Ability to use initiative;
- Proficiency with Microsoft Office Suite.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC or GCE 'O' Level subjects including English Language and a numerical subject;
- Successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND);
- Certificate in Administrative Management Level 2 (CAM 2);

- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute;
- Four to five (4-5) years' general office experience;.

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.
-

Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
UDC Building, Block 4
Shop 13-15
12 Ocean Boulevard
Kingston

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