



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is inviting applications from qualified individuals to fill the vacant position of **RECORDS CLERK (PIDG/RIM 1)** in the **Human Resource Management and Administration Division** with salary ranging from **\$1,439,455 - \$1,935,907 per annum**.

JOB PURPOSE

Reporting to the Director, Human Resource Management, the incumbent is responsible for providing comprehensive administrative and clerical support to the Human Resource Management Unit. This includes managing employee records, coordinating correspondence, processing leave applications, and ensuring accurate and up-to-date documentation to support efficient HR operations. The incumbent will play a critical role in maintaining the integrity and confidentiality of personnel files while assisting in the seamless delivery of HR services to the organization.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities:

- Conduct research and compile information or data as requested by the HR Unit.
- Dispatch incoming correspondence to the Registry for proper filing and record-keeping.
- Prepare and submit sick/injury leave documents for review during Management Council Meetings.
- Process all categories of leave applications (e.g., vacation, sick, maternity, departmental) by acknowledging receipt, ensuring accuracy, and submitting for approval.
- Calculate leave balances and entitlements for employees and provide information to the Director, Human Resource Management, for verification.
- Update and maintain records of employees' leave eligibility and balances for assigned institutions.
- Maintain and update employees' Service Records, ensuring accuracy and completeness.
- Log all incoming leave applications and coordinate their approval process before filing them in the Registry.
- Follow up with the Registry to ensure all correspondences are appropriately filed and attached to relevant files.
- Photocopy documents and prepare information packages for distribution to internal Units/Institutions.
- Handle employee records and correspondence with strict confidentiality, ensuring compliance with organizational policies and data protection regulations.

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

- Ability to effectively interact and communicate with employees, management, and external stakeholders, fostering positive relationships within the workplace.
- Demonstrates a strong focus on quality and responsiveness when addressing employee inquiries and providing HR support.

- Upholds ethical standards and demonstrates reliability and honesty in handling sensitive information and decision-making.
- Takes a hands-on approach to problem-solving, identifying opportunities to improve processes and enhance operational efficiency.
- Works well in a team-oriented environment, contributing to shared goals and supporting colleagues to achieve organizational objectives.
- Ensures all employee and organizational information is handled with the utmost discretion and in compliance with data protection policies.
- Skilled in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant HR management systems or software to perform tasks accurately and efficiently.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A minimum of four (4) GCE O'Level or CXC passes, including English Language and a numeracy-based subject.
- A Certificate in Records Management or a related discipline is preferred and would be considered an asset.
- At least one (1) year of relevant work experience in records management, administrative support, or a similar field.
- Experience in a human resources or clerical environment is an advantage.

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;
- No adverse working conditions.

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.