

**JOB TITLE:** CONFIDENTIAL SECRETARY

**JOB ID:** T0312

**Old JOB Number:** 0

**REPORTS TO:** MINISTER, PERMANENT SECRETARY, HEAD OF DEPARTMENT OR  
SENIOR OFFICER

**Date revised:** 2001-08-01

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To provide full confidential secretarial support to a Minister/Permanent Secretary/Head of Department/Senior Officer.

**KEY OUTPUTS:**

- Typed and checked reports, minutes, memoranda, letters.
- Efficient organisation of superior's diary.

**RANGE OF ACTIVITIES:**

- Production of complex typed and dictated reports, minutes, memoranda and letters on typewriter or word processor.
- Performs secretarial service to high level conferences and commissions and producing minutes of these meetings.
- Answer incoming telephone calls intended for the superior and acts as receptionist to persons calling to see him/her, etc.
- Maintains a filing and recording system for documents and correspondence for her superior.
- Manages the superior's diary, composing replies to invitations, simple enquires and correspondence on own initiative.
- Performs other related duties.

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A pass in English Language at GCE 'O' Level or CXC at the acceptable level or Pitman's Advanced English or an equivalent qualification in English Language from a recognised body together with the ability to type at the rate of approximately forty-five (45) words per minute.

OR

- The Diploma in Secretarial Science from the Government Technical Institute or the New Amsterdam Technical Institute.
- PLUS ONE OF THE FOLLOWING
  - (a) Be able to take shorthand at the rate of sixty to eighty (60 - 80) words per minute.
  - (b) Two (2) years' experience as a Clerk Stenographer.
  - (c) At least three (3) years' experience in performing the duties of a Confidential Secretary in an acting capacity in the Public Service.
  - (d) A sound knowledge in Computer Science in Microsoft Word or WordPerfect from an acceptable institution. Spreadsheet Management will be an asset.

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

- The job holder will basically function according to instructions, but makes decisions in dealing with people phoning or wanting to see his/her superior. Will contribute to the efficient functioning of superior's office.

**RESOURCE MANAGEMENT:**

- The job holder is responsible for one or more pieces of office equipment e.g. typewriter, photocopier and stationery, office tea set.

**COMMUNICATIONS:** He/she will communicate with officers in other ministries/departments and members of the public.

**WORKING CONDITIONS:** Normal working conditions. May need to work outside of official working hours.

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**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER