

FIREARM LICENSING AUTHORITY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	SECRETARY
JOB GRADE	OPS/SS2
SALARY RANGE	\$1,124,500.00 per annum
DIVISION	Kingston Headquarters & Montego Bay Regional Office

Job Purpose

- Reporting to the Supervisor, the incumbent is required to provide general secretarial support services, and related administrative duties to facilitate the smooth functioning of the Department.

Key Outputs

- Correspondence, reports, memos and miscellaneous documents typed.
- Agendas and minutes of meetings prepared
- Mails distributed
- Standard documents drafted
- Filing systems maintained
- Telephone calls screened and routed

Key Responsibility Areas:

Technical/Professional Responsibilities

- Type reports, official correspondence and other miscellaneous documents.
- Draft standard type letters and routine correspondence
- Prepare meeting agendas and take minutes
- Receive and process incoming mails for the Unit to facilitate easy access
- Action routine correspondence in accordance with guidelines given
- Develop and maintain filing systems for the department as advised
- Receive and make telephone calls for the Unit
- Set and confirm appointments and make necessary arrangements and preparations

Required Competencies:

Core

- Good interpersonal skills.
- Shorthand skills of 80 wpm
- Typing skills of 40 wpm
- Excellent knowledge of office practices and procedures
- Good Communication skills both orally and written
- Good time management and organizing skills
- Good knowledge of relevant computer applications.
- Ability to work under pressure and meet tight deadlines.

Minimum Required Qualification

- Four (4) subjects at GCE O'Level/CXC inclusive of English Language and Mathematics.
- Diploma in Secretarial Studies from a recognized institution
- Three (3) years' related experience