



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Administrative Support Clerk II

Job Summary

Assists generally in the administrative functions of the Corporate Services Unit. Work involves assisting in the execution of policy. Duties are performed with increasing independence in accordance with established policies and procedures. Guidance is obtained on the more complex matters from an administrative superior who reviews performance through meetings, discussions and analysis of reports.

Organizational Relationships

- Reports directly to the Chief Executive Officer.
- Interfaces with other Division Heads.

Duties and Responsibilities

- Assists in organizing, planning, directing and controlling all activities of the Registry of the Agency (Maintains Administrative Files).
- Assists with activities related to the personnel functions of the Agency.
- Assists in the processing of Employees' Workmen Compensation Matters
- Administrates the Agency's Group health Plan
- Maintains Inventory of Fixed Assets and related Insurance Matters.
- Assists and organizing, planning, directing and controlling all activities of the storekeeping functions of the Agency.
- Assists and organizing, planning, directing and controlling all activities of the purchasing functions of the Agency.
- Assists and organizing, planning, directing and controlling all activities of the office management function of the Unit.
- Preparation of Petty Contracts
- Assists in organizing, planning, directing and controlling, photocopying for all Divisions/ Units.

- Preparation of Administrative Reports on Contract Employees, Leave Records and Punctuality
- Performs related work and support services as may be required.

Knowledge, Skills and Abilities

- Some knowledge of Public Administration.
- Some knowledge of the methods and techniques of office management.
- Ability to speak and write clearly and effectively.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to co-ordinate administrative or technical programmes, and to evaluate their effectiveness and make comprehensive reports and recommendations.

Qualifications, Training and Experience

- Must possess a minimum of 5 CXC/GCE O'Levels, including English Language 2 A' Levels or a certificate in Public Administration or any equivalent qualification.
- An Associate's Degree or the equivalent combination of secretarial or administrative qualifications.
- Minimum of two (2) years experience in an administrative position.
- Must possess ability to compile, analyze and present data, communicate effectively, both orally and in writing, interact effectively with staff, elected officials and constituents.
- Proficient in Microsoft Office Systems including Word and Excel.
- Expertise in typing, shorthand and organization skills.
- Sound skills in English Language, communications and human relations.
- Familiarity with fax machines, photocopiers, printers etc.