

JOB TITLE: OFFICE ASSISTANT

JOB ID: T0831

REPORTS TO: SENIOR OFFICE ASSISTANT OR ADMINISTRATIVE OFFICER

Old JOB Number: 0

MINISTRY/DEPARTMENT: SUPREME COURT OF JUDICATURE

Date Revised: 2011-10-22

PURPOSE: To provide messenger service and basic office support.

KEY OUTPUTS:

- Efficient collection and delivery of internal and out-going mails to other government and public offices.

RANGE OF ACTIVITIES:

- Delivers out-going mails to other government and public offices.
- Delivers to and up-lifts mail bag from the Post Office.
- Purchases stamps and up-lifts postal packages from the Post Office and posts letters to addressees in outlying areas.
- Clears files from officers "out-dip" and place routed files in "in-dip."
- Prepares water pitchers and jugs with water and broken ice.
- Performs also as receptionist.
- Photocopying documents.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Basic literacy, must be trustworthy and able to carry out simple instructions. Should have a bicycle to carry out duties.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- Job is of a routine nature. Minimal decision making.

RESOURCE MANAGEMENT:

- Accountable for the mails and documents while still within his/her possession.
- Responsible for the care and maintenance of the duplicating machine/photocopier.

COMMUNICATIONS: Frequent contact with his/her supervisor and staff at middle/lower levels in his/her and other agencies.

WORKING CONDITIONS: Normal working conditions. May be required to ride bicycle almost daily in hot or rainy conditions.

Is required to lift and move around objects of moderate weight, typewriters, furniture, stationery, five-gallon water bottles etc.

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