



MINISTRY OF NATIONAL SECURITY

JOB SPECIFICATION & DESCRIPTION

JOB TITLE: Records Clerk
POST NO:
JOB GRADE: PIDG/RIM 1
BRANCH/UNIT: Human Resource Management & Administration

SUPERVISION RECEIVED FROM: Director, Human Resource Management

NATURE OF SUPERVISION: Periodic supervision based on broad procedures (weekly or monthly review)

SUPERVISION GIVEN TO:
DIRECTLY: N/A

1. JOB PURPOSE (one line reason for job existing)

The incumbent is responsible for maintaining an effective record management system and ensuring security of files within the Human Resource Management Unit. The incumbent is also responsible for assisting with updating service records.

3. KEY OUTPUTS (results, deliverables)

- Records classified
- Charge book/cards maintained
- Filing system maintained
- Records inventoried
- Records/Files secured
- File movements recorded
- Files retrieved and dispatched
- Service Records updated

4. PERFORMANCE INDICATORS (how success will be measured)

- Records classified in accordance with the established guidelines and within agreed timeframe;
- Charge book/cards maintained within agreed timeframe;

- Filing system maintained in accordance with the established guidelines and within agreed timeframe;
- Records inventoried within the agreed timeframe;
- Records/Files secured within agreed timeframe;
- Files retrieved and dispatched within agreed timeframe;
- File movements recorded within agreed timeframe;
- Service records accurately updated within agreed timeframe
- High level of confidentiality is maintained;

5. JOB DUTIES & RESPONSIBILITIES

Managerial/Administrative Responsibility Areas

- Maintains updated files;
- Ensures the safe protection and handing over of files;
- Ensures that security measures pertaining to records management are adhered to;
- Closes existing files and opens new volumes;
- Processes incoming and outgoing information, documents and correspondences and keeps accurate records of these activities by entering them into receipt and delivery books;
- Retrieves information and files as per request;
- Records new main headings and file titles in the index book;
- Conducts records inventory;
- Searches charge out books, cards, file rack and officers dip to locate files;
- Retrieves records from outstation offices, prepares inventory and returns records to location;
- Participates in maintaining a file tracking system;
- Assists with sorting and classifying materials for integration into the Ministry's Records Management system;
- Assists in maintaining a log of activities performed and submits reports;
- Assists with updating service records;
- Assists with the maintenance of records of the Ministry's operations.

Other Responsibilities

- Performs other related functions assigned.

6. AUTHORITY (decisions you have the power to make or recommend)

- Access sensitive information

7. RESOURCES MANAGED (budget, purchases, other assets)

Physical resources assigned to perform duties.

8. INTERNAL & EXTERNAL CONTACTS (Liaises with)

Internal Contacts (required for the achievement of the position's objectives)

Contact	Purpose of Communication
Director, Human Resource Management	Receive broad guidance, instructions and direction.
HRM staff	Provide and receive information.
Registry staff	Retrieval of personal files.
General staff	Provide and receive information.

(ii) External Contacts (required for the achievement of the position's objectives)

Contact	Purpose of Communication
Jamaica Archives and Records Department (JARD)	Provide and receive information
GOJ Ministries and Departments/Agencies	Provide and receive information

9. MINIMUM REQUIREMENTS TO START**QUALIFICATIONS & EXPERIENCE**

- Four (4) CXC subjects including English Language;
- Training in Records Management and /or Inventory Management would be an asset.

SPECIFIC KNOWLEDGE & SKILLS

- Knowledge of records management principles, methods, procedures and techniques;
- Knowledge of Access to information Act and the Official Secrets Act;
- Knowledge of good office practice and procedure;
- Be attentive to details and paper work

The post holder needs to demonstrate the following PMAS related competencies:

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|--|---------|
| • Customer & Quality Focus | Level 1 |
| • Interpersonal Skills | Level 1 |
| • Team work & Co-operation | Level 1 |
| • Oral and Written Communication | Level 1 |
| • Planning & Organizing | Level 1 |
| • Analytical Thinking, Problem Solving & Decision Making | Level 1 |
| • Job Knowledge | Level 1 |
| • Use of Technology | Level 1 |
| • Goals /Results Oriented | Level 1 |
| • Compliance | Level 1 |

10. SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Typical working condition;
- Exposure to dust and poor ventilation;
- Confidentiality.

11. VALIDATION

Incumbent Date

Name of Supervisor Job Title of Supervisor

Signature of Supervisor Date

The Head of the Division's agreement as signified below has validated this document:

Name: Head of Division Job Title of Head of Division

Signature of Supervisor Date