

<b>Job Title</b>	<b>WORD PROCESSOR/DATA ENTRY CLERK</b>
<b>Division</b>	<b>Commissioner's Office</b>
<b>Location</b>	<b>Head Office</b>
<b>Band</b>	<b>One (1)</b>
<b>Objective</b>	To use the latest forms of information technology to prepare and store effectively and efficiently all correspondences, forms and source documents. He/she will file papers, records, documents and other materials according to subject matter or other filing system.
<b>Main Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Receives and registers draft correspondence, forms and other documents for typing/data capture.</li> <li>2. Operates information retrieval systems and responds to requests for records.</li> <li>3. Reviews files periodically to ensure they are complete and correctly classified.</li> <li>4. Labels files accordingly.</li> <li>5. Sorts material that is to be filed according to the particular filing system.</li> <li>6. Files materials in drawers, cabinets, etc.</li> <li>7. Locates and moves materials from files when requested.</li> <li>8. Provides information support when requested.</li> <li>9. Dispatches mails to other Divisions.</li> <li>10. Coordinates between Managers and Commissioner the digital recording by Division on network and scanning.</li> <li>11. Attends to clients</li> <li>12. Undertakes any other relevant duties that may be assigned.</li> </ol>
<b>Working and reporting relationships</b>	<b>Reports to:</b> <ul style="list-style-type: none"> <li>• Commissioner/CEO</li> </ul>
<b>Job specifications</b>	<b>Qualifications:</b> Possesses at least 4 GCE "O" Level/CXC/equivalent passes, with a pass in English Language (General).  <b>Experience and Knowledge:</b> Must be able to type and operate a computer or other data entry equipment.

	<p><b>Analytical and Logical Skills:</b> Problem Solving Planning and organising skills</p> <p><b>Inter-personal Skills:</b> Verbal Communication for interacting with other staff.</p> <p><b>Personal Strengths:</b> Flexibility to adapt to changing priorities Initiative in approach to improving the effectiveness and efficiency of the Word processing unit. Determination to achieve stated objectives under pressure from difficult resource constraints Integrity to ensure that all actions simultaneously conform to business best practice and compliance requirements.</p>
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