### KINGSTON AND ST. ANDREW municipal CORPORATION

### JOB VACANCY

Applications are invited from suitably qualified persons to fill the following post at the Kingston and St. Andrew Municipal Corporation: **SECRETARY 2 (OPS/SS2)**

***Summary of Duties:***

The incumbent is responsible for providing secretarial, clerical and administrative support in order to ensure that services are provided in an effective and efficient manner.

***Qualifications and Experience***

* Graduation from Secondary School with at least four (4) CXC/GCE subjects inclusive of Mathematics and English Language
* Proficiency in Typewriting: 40-45 wpm
* Proficiency in Speed-writing/Shorthand: 80-100 wpm
* Successful completion in the prescribed Office Professional Training Course at MIND or Graduation from an accredited Secretarial School
* At least one (1) year work experience

**Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Secretary and should demonstrate the following personal attributes:

* be trustworthy
* be respectful
* possess cultural awareness and sensitivity
* demonstrate sound work ethics

***Specific Knowledge:***

* Comprehensive knowledge of the laws, policies and procedures governing the KSAMC’s operations
* Minute taking and reproduction techniques
* Records Management systems and procedures
* Working knowledge of relevant computer systems and applications.

***Core Responsibilities:***

1. Composing letters/memos when instructed.
2. Answering telephone and take messages for the Director of Planning, Planning Officers and telephone calls in relation to sub-divisions/planning applications.
3. Taking telephone calls pertaining to Breaches and assign them to the Planning Officers.
4. Retrieving files requested by the Director of Planning from the City Engineer’s Registry and the Records Management Unit.
5. Affixing signatures on receipt of incoming correspondence/documents from the CEO’s office etc. Then assigning said correspondence to the CE Registry or to the relevant persons as instructed by the Director of Planning.
6. Affixing signature in receipt of applications for advertisements, then assign them to Planning Officers. After inspections have been completed and returned to me (after the Director of Planning signs off) forward them to the CE Registry.
7. Affixing signature in receipt of Restrictive Covenant applications from the CEO’s office. Sort said applications via Court dates assign to Planning Officers for inspection and also file.
8. Preparing Agenda and Notices for meetings.
9. Recording minutes of meetings, reproducing and circulating same
10. Receiving and file daily list of Applications received from the Registry on the (Ground floor).
11. Monitoring stationery/office supplies and request as needed.
12. Any other duties assigned by the Director of Planning.

**Salary range**: $751,183 - $892,921 per annum

**Kindly address applications to:**

Chief Executive Officer,

Kingston and St. Andrew Municipal Corporation

 24 Church Street

Kingston

**Closing date: June 24, 2022**

**Thank you for applying. However, please note that only short-listed candidates will be contacted**.