

CIRCULAR MEMORANDUM

E: 9/18

P: 9/4/1 Vol. 3
HW/ah

From: Director of Personnel Administration
To: Permanent Secretaries and Heads of Departments
Date: ¹⁵ March, 2018
Subject: Notice of Vacancy for the office of Clerk Stenographer I/II (Range 15/20), in the Public Service

I shall be grateful if you will bring this Circular Memorandum to the attention of the members of staff on your staff establishment.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Clerk Stenographer I/II (Range 15/20), in the Public Service.**

Particulars relating to the office are outlined below:

Minimum Experience and Training

Level I

Training as evidenced by the possession of:

- (a) the Caribbean Secondary Examination Certificate –
 - (i) at the General Proficiency Grade I or II or;
 - (ii) with effect from 1st June 1998 at the General Proficiency, Grade III or the Basic Proficiency, Grade I; or
- (b) the General Certificate of Education at Ordinary Level; and

- (c) any combination of training as required by paragraphs (a) and (b), in the subject of English Language and two subjects other than Stenography and Typewriting and the possession of passes in approved examination in Stenography at the rate of not less than 80 words per minute and Typewriting at the rate of not less than 45 words per minute.

Level II

In addition to the above minimum experience and training requirements, the Clerk Stenographer at Level II will be required to have evidence of having passed approved examinations in Stenography at the rate of not less than 100 words per minute and in Typing at the rate of not less than 50 words per minute.

NB: The Electronic Document Preparation and Management (CXC), Grades I, II and III (May/June 2005) is an acceptable alternate to the 'Typing' component.

Required Knowledge, Skills and Abilities

Level I

- Skill in the taking, transcribing and typing of shorthand notes.
- Ability to understand and follow oral and written instructions.
- Ability to learn clerical duties quickly.
- Ability to establish and maintain effective working relationships with associates and the public.

Level II

In addition to the above required knowledge, skills and abilities, the Clerk Stenographer at Level II will be required to have the following knowledge, skills and abilities:

- Some knowledge of government office practices in general.
- Skill in shorthand writing and in the transcribing and typing from these shorthand notes.
- Skilled in the composition and preparation of letters, memoranda, minutes and reports.
- Ability to perform simple clerical duties.
- Ability to assign and supervise the work of a small group of employees engaged in related work.

Distinguishing Features of Work

An employee in this class takes dictation in shorthand and transcribes the dictation material using a typewriter. The work includes the performance of routine clerical duties which follow well prescribed procedures and are learned on the job. Detailed instructions are received when the employee first begins work, but as the employee becomes more familiar with the work less direct supervision is required. Work is reviewed by a superior for neatness, accuracy and output.

The work at Level II of the Clerk Stenographer I/II is differentiated from that of the level I in that the employee is expected to take on the more difficult and important assignments calling for a familiarity with technical phraseology and requiring a higher speed of shorthand note-taking and a higher general level of competence. The employee operates in accordance with existing procedures and policies and detailed instructions are received when the employee first begins work, but as he/she gains experience supervision becomes less direct. Work is reviewed by a superior for neatness, accuracy and output.

Salary:

Range 15/20: \$5,127 - \$6,029/\$6,416/\$5,605 - \$6,747/\$7,232 per month (2013).

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers, who hold permanent appointments, **must** send their applications through their Permanent Secretary or Head of Department for endorsement/recommendation and submission to the **Director of Personnel Administration**. Interested officers, who hold temporary appointments, **must** send their applications through their Permanent Secretary or Head of Department for submission to **The Director of Personnel Administration**.

Copies of relevant documents **must** accompany ALL applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by **The Director of Personnel Administration** on or before but no later than **25th May, 2018** to:

Service Commissions Department		Service Commissions Department
Cipriani Plaza		Wilson Road
52-58 Woodford Street	or	Scarborough
Newtown		Tobago
Port-of-Spain		

For further details, officers are advised to access the Notice of Vacancy and Job Specification at the Service Commissions Department's website at www.scd.org.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE SERVICE COMMISSIONS DEPARTMENT: 25th May, 2018.

Officers who are currently serving in the office of Clerk Stenographer I/II in the Public Service and possess all the requirements be informed that they should not apply/re-apply for the office

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND WILL BE DEEMED UNSUITABLE.



Director of Personnel Administration (Ag.)



SERVICE COMMISSIONS DEPARTMENT

Applications for Employment/Promotion Check List:-

- Signed Application Form
- Dated Application Form
- Copy of Birth Certificate (computerized only)
 - NOTE: If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached;
- Copy of Marriage Certificate (computerized only)
- Copy of Affidavit/Deed Poll/Legal Documents pertaining to any change/omission of name
- Copy of Documentation showing proof of citizenship (if not born in Trinidad and Tobago)
- Copies of relevant Academic Certificates
- Two (2) references with contact information

Applicants are advised:

- **that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined (Curriculum Vitae)**
- **to ensure a VALID contact number, address and email address is provided**
- **that C.X.C. Grade III is considered a pass with effect from June, 1998**
- **to apply for each office on a separate application form**
- **that no additional certificates/documents will be accepted after the closing date of an advertisement**
- **that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department**
- **that all copies must be legible and clearly printed**
- **to check regularly for updates on the Service Commissions Department's website.**