

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
<b>Legal Service</b>						Under the immediate supervision of the Assistant Solicitor General, performs administrative support to the members of the legal staff in a division headed by an Assistant Solicitor General	
						<b>CSC MC No. 10, s. 2005</b>	
<b>Admin. Officer II (Legal Secretary)</b>	11	Bachelor's degree relevant to the job	None required	None required	CS Professional/ 2 <sup>nd</sup> Level Eligibility	<ul style="list-style-type: none"> <li>• Takes down and transcribes dictation of briefs, comments, manifestations, other pleadings and other matters pertaining to all cases assigned to the legal staff;</li> <li>• Prepares and types correspondence and indorsement; types decision in prescribed format, orders, court processes and pleadings to be attached to indorsement and communications with the use of computer machines;</li> <li>• Receives and records all incoming and outgoing pleadings relative to cases assigned to the legal staff;</li> <li>• Keeps confidential and routinary files;</li> <li>• Maintains files of all cases handled by him/her and prepares case memo for each case;</li> <li>• Proofreads briefs and pleadings; and</li> <li>• Performs general secretarial work.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with excellent background in Microsoft word, powerpoint, excel, open office;</li> <li>• Can type at least 40 wpm; and</li> <li>• Could render service beyond regular office hours.</li> </ul>