

## Qualification Standards of OSG Plantilla Positions with Job Description

Position	Salary Grade	Education	Experience	Training	Eligibility	Job Description	Other requirements
		<b>CSC MC No. 10, s. 2005</b>					
<b>Administrative Officer IV</b>	15	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional/ Second Level Eligibility	<p>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.</p> <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; Keeps confidential and routinary files; maintains files of all cases handled by him/her and prepares case memo for each case;</li> <li>• Proofread briefs and pleadings;</li> <li>• Performs general secretarial work.</li> </ul>	<ul style="list-style-type: none"> <li>• Preferably with excellent background on Microsoft Word, PowerPoint, Excel, Open Office;</li> <li>• Can type at least 40 word per minute (wpm); and</li> <li>• Could render service beyond regular office hours.</li> </ul>