

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
Docket Management Service							
Civil Cases Division		CSC MC No. 10, s. 2005 CSC MC No. 1, s. 1997					
Administrative Assistant I (Computer Operator I) 1. OSGB-ADAS1-14-2008	07	Completion of 2-years studies in College or High School Graduate with relevant vocational/ trade course	None required		CS Sub-Professional / First Level Eligibility Data Encoder (MC 11, s. 96 – Cat. I	Under the direct supervision of the Service Director and immediate supervision of the Chief Administrative Officer (CAO), performs various tasks as follows: <ul style="list-style-type: none"> ⌚ Receives classified inbound documents from receiving clerk and mail sorters; ⌚ Matches the inbound documents with the eCMT and CMT databases; ⌚ Prints and attaches barcode stickers to inbound documents; ⌚ Refers unmatched documents to the investigative officer of the appropriate section for verification; ⌚ Transmits matched documents to the scanner of the appropriate section; ⌚ Performs such other duties as may be assigned from time to time. 	⌚ Must have knowledge in basic machine operation such as: <ul style="list-style-type: none"> ○ Scanner ○ Photocopying machine ○ Fax Machine