

Qualification Standards of OSG Plantilla Positions with Job Description

Position	Salary Grade	Education	Experience	Training	Eligibility	Job Description	Other requirements
		CSC MC No. 10, s. 2005					
Administrative Assistant V	11	Completion of 2-year studies in college	2 years of relevant experience	8 hours of relevant training	CS Sub-Professional/ First Level Eligibility	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.	<ul style="list-style-type: none"> • Preferably with excellent background on Microsoft Word, PowerPoint, Excel, Open Office; • Can type at least 40 word per minute (wpm); and • Could render service beyond regular office hours.
<p style="color: red; margin: 0;">OSGB-ADAS5-23-2004 OSGB-ADAS5-27-2004 OSGB-ADAS5-28-2004 OSGB-ADAS5-29-2004 OSGB-ADAS5-30-2004 OSGB-ADAS5-31-2004 OSGB-ADAS5-32-2004 OSGB-ADAS5-34-2004 OSGB-ADAS5-35-2004 OSGB-ADAS5-36-2004 OSGB-ADAS5-37-2004 OSGB-ADAS5-38-2004 OSGB-ADAS5-39-2004 OSGB-ADAS5-40-2004 OSGB-ADAS5-41-2004 OSGB-ADAS5-42-2004 OSGB-ADAS5-115-2009 OSGB-ADAS5-116-2009 OSGB-ADAS5-117-2009 OSGB-ADAS5-118-2009 OSGB-ADAS5-119-2009</p>						<ul style="list-style-type: none"> • Takes down and transcribes dictation of briefs, comments, manifestations, other pleadings and other matters pertaining to all cases assigned to the Legal Staff; • 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; • 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; • Proofread briefs and pleadings; • Performs general secretarial work. 	