

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Docket Management Service						
Special Proceedings & Land Cases Division			CSC MC No. 10, s. 2005 CSC MC No. 10, s. 2013			
Administrative Aide VI (Microfilming Machine Operator I) OSGB-ADA6-191-2004	06	High School Graduate or Completion of relevant vocational/trade course	None required	None required	May be obtained by completing one (1) year of Very Satisfactory actual work performance	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"> • Assists in the processing of mailed documents through post; • Filing by registered mail: Prepares registered mail card, mail envelopes and registry receipts; • Performs such other duties as may be assigned from time to time.