

## 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 Assistant III</b>	09	Completion of 2-year studies in college	1 year of relevant experience	4 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"> <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>
<ol style="list-style-type: none"> <li>1. <b>OSGB-ADAS3-74-2004</b></li> <li>2. <b>OSGB-ADAS3-75-2004</b></li> <li>3. <b>OSGB-ADAS3-76-2004</b></li> <li>4. <b>OSGB-ADAS3-77-2004</b></li> <li>5. <b>OSGB-ADAS3-78-2004</b></li> <li>6. <b>OSGB-ADAS3-79-2004</b></li> <li>7. <b>OSGB-ADAS3-80-2004</b></li> <li>8. <b>OSGB-ADAS3-81-2004</b></li> <li>9. <b>OSGB-ADAS3-86-2004</b></li> <li>10. <b>OSGB-ADAS3-101-2004</b></li> <li>11. <b>OSGB-ADAS3-119-2004</b></li> <li>12. <b>OSGB-ADAS3-121-2004</b></li> <li>13. <b>OSGB-ADAS3-148-2004</b></li> <li>14. <b>OSGB-ADAS3-120-2009</b></li> <li>15. <b>OSGB-ADAS3-121-2009</b></li> <li>16. <b>OSGB-ADAS3-122-2009</b></li> <li>17. <b>OSGB-ADAS3-123-2009</b></li> <li>18. <b>OSGB-ADAS3-124-2009</b></li> </ol>						<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>	