

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.
OSGB-ADAS5-18-2004						<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. 	