

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 Officer II	11	Bachelor's Degree relevant to the job	None required	None required	CS Professional/ Second 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;
						<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. 	<ul style="list-style-type: none"> • Can type at least 40 word per minute (wpm); and • Could render service beyond regular office hours.