

## 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>Senior Administrative Assistant I</b>	13	Completion of 2-year studies in college or High School Graduate with relevant vocational/ trade course	3 years of relevant experience	16 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>
<b>1. OSGB-SADAS-187-2008</b>						<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>	