

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					
Senior Administrative Assistant I	13	Completion of 2-year studies in college	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"> • 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.
<ol style="list-style-type: none"> 1. OSGB-SADAS1-8-2004 2. OSGB-SADAS1-11-2004 3. OSGB-SADAS1-12-2004 4. OSGB-SADAS1-188-2008 5. OSGB-SADAS1-189-2008 6. OSGB-SADAS1-190-2008 7. OSGB-SADAS1-193-2008 8. OSGB-SADAS1-81-2009 9. OSGB-SADAS1-82-2009 10. OSGB-SADAS1-83-2009 11. OSGB-SADAS1-84-2009 12. OSGB-SADAS1-85-2009 						<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. 	