



## NON-MANAGEMENT JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>GENERAL CLERK</b>	<b>LOCATION:</b>	<b>HEAD OFFICE</b>																																																																
<b>REPORTS TO:</b>	<b>CORPORATE LEGAL ASSISTANT</b>	<b>JOB CODE:</b>	<b>02-</b>																																																																
<b>DIVISION:</b>	<b>LEGAL</b>	<b>GRADE:</b>	<b>02</b>																																																																
<b>DEPARTMENT:</b>	<b>LEGAL UNIT</b>	<b>SECTION:</b>	<b>LEGAL</b>																																																																
<b>SUMMARY STATEMENT</b>	Performs a wide range of administrative tasks such as organizing, storing and processing both digital and paper information as well as maintains accurate records of stores and movement in stock for the up keeping of storeroom ledger.																																																																		
<b>J O B  D U T I E S  R E Q U I R E D</b>	<p><b>DESCRIPTION OF DUTIES:</b></p> <p><b>SORTS</b> incoming mail and <b>SENDS</b> outgoing mail.</p> <p><b>WRITES</b> letters, reports and office memoranda and <b>DISTRIBUTES</b> them.</p> <p><b>LOOKS</b> after visitors to the organisation and <b>RECORDS</b> customer interactions.</p> <p><b>FILES</b> paperwork and is also responsible for <b>COPYING</b> documentation.</p> <p><b>MANAGES</b> schedules and appointments.</p> <p><b>COMPLETE</b> and mail bills, contracts, policies, invoices, or checks.</p> <p><b>RESPONSIBLE</b> for receiving, storing and issuing equipment, material, supplies, merchandise, food stuff and tools.</p> <p><b>TAKES</b> inventory of stock in Storeroom and updates computerized inventory of stocks and prepares statistics using summarised information for submission to Supervisor.</p> <p><b>PREPARES</b> stock requisitions, requests for quotations and purchase orders and receives stock in storage.</p> <p><b>COUNTS, SORTS</b> or <b>WEIGHS</b> incoming articles to verify receipt of items on requisitions or invoices.</p>																																																																		
<p>The above responsibility statements identify specific duties necessary to attain the GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.</p>																																																																			
<b>W O R K  F I E L D  D A T A</b>	<p><b>WORK FIELD:</b></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>MACHINES</u></th> <th style="text-align: left;"><u>TOOLS</u></th> <th style="text-align: left;"><u>WORK AIDS</u></th> <th style="text-align: left;"><u>EQUIPMENT</u></th> </tr> </thead> <tbody> <tr> <td>Computer</td> <td>Calculator</td> <td>Stores Manual</td> <td>Disbursement Cash Book</td> </tr> <tr> <td>Printer</td> <td>Pens</td> <td>Storeroom Ledger</td> <td>Disbursement Account</td> </tr> <tr> <td>Photocopier</td> <td>Pencils</td> <td>Receipt Books</td> <td>Local Sale Book</td> </tr> <tr> <td>Fax</td> <td>Stapler</td> <td>Internal Requisition Forms</td> <td>Deposit Book</td> </tr> <tr> <td></td> <td>Markers</td> <td>Issues Record</td> <td>Receipt Book</td> </tr> <tr> <td></td> <td>Rubber Stamps</td> <td>Purchase Orders</td> <td>Cash Deposit Book</td> </tr> <tr> <td></td> <td>Envelopes</td> <td>Good Received Book</td> <td>Cheque Deposit Book</td> </tr> <tr> <td></td> <td>Labels or</td> <td>Bin Cards</td> <td>Register of Used and</td> </tr> <tr> <td></td> <td>Inventory Tags</td> <td>Inventories Tags</td> <td>Unused Cheques</td> </tr> <tr> <td></td> <td></td> <td>Tape</td> <td>Register of Cheque Books</td> </tr> <tr> <td></td> <td></td> <td>Payment Advice Vouchers</td> <td>Register of Receipt Books</td> </tr> <tr> <td></td> <td></td> <td>Cash</td> <td>Collected revenue</td> </tr> <tr> <td></td> <td></td> <td>Cheques, Cheque Book</td> <td>Cash Payment Voucher</td> </tr> <tr> <td></td> <td></td> <td>Register</td> <td>Petty Cash Imprest</td> </tr> <tr> <td></td> <td></td> <td>Safe</td> <td></td> </tr> </tbody> </table>			<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>	Computer	Calculator	Stores Manual	Disbursement Cash Book	Printer	Pens	Storeroom Ledger	Disbursement Account	Photocopier	Pencils	Receipt Books	Local Sale Book	Fax	Stapler	Internal Requisition Forms	Deposit Book		Markers	Issues Record	Receipt Book		Rubber Stamps	Purchase Orders	Cash Deposit Book		Envelopes	Good Received Book	Cheque Deposit Book		Labels or	Bin Cards	Register of Used and		Inventory Tags	Inventories Tags	Unused Cheques			Tape	Register of Cheque Books			Payment Advice Vouchers	Register of Receipt Books			Cash	Collected revenue			Cheques, Cheque Book	Cash Payment Voucher			Register	Petty Cash Imprest			Safe	
<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>																																																																
Computer	Calculator	Stores Manual	Disbursement Cash Book																																																																
Printer	Pens	Storeroom Ledger	Disbursement Account																																																																
Photocopier	Pencils	Receipt Books	Local Sale Book																																																																
Fax	Stapler	Internal Requisition Forms	Deposit Book																																																																
	Markers	Issues Record	Receipt Book																																																																
	Rubber Stamps	Purchase Orders	Cash Deposit Book																																																																
	Envelopes	Good Received Book	Cheque Deposit Book																																																																
	Labels or	Bin Cards	Register of Used and																																																																
	Inventory Tags	Inventories Tags	Unused Cheques																																																																
		Tape	Register of Cheque Books																																																																
		Payment Advice Vouchers	Register of Receipt Books																																																																
		Cash	Collected revenue																																																																
		Cheques, Cheque Book	Cash Payment Voucher																																																																
		Register	Petty Cash Imprest																																																																
		Safe																																																																	

<b>D U T I E S  R E Q U I R E D</b>	<b>J O B</b>	<b>DESCRIPTION OF DUTIES Cont'd:</b>  <b>VERIFIES</b> entries against orders and <b>NOTES</b> discrepancies.
	<b>R</b>	<b>LABELS</b> equipment/items coming into stock before assigning to requesting <b>Division/Department.</b>
	<b>T E S P O N S O R S</b>	<b>CHECKS</b> physical balance weekly or sample of stock items for reconciliation with ledger.
	<b>F U N D I N G</b>	<b>RECORDS</b> movement of materials/equipment to and from various <b>Divisions/Departments</b> , in respective folio ledgers for immediate recall at the close of expeditions.
	<b>L I B R A R Y</b>	<b>PREPARES</b> other correspondence as necessary, including letters of officers.
	<b>I L L I M I N A T I O N A L</b>	<b>FILES</b> all vouchers and other documentation as required.
	<b>L I B R A R Y</b>	<b>ISSUES</b> stationery on a regular basis.

**QUALIFICATIONS PROFILE**

<b>FACTORS</b>		<b>SUBSTANTIATING DATA</b>	<b>DEGREES</b>	<b>POINTS</b>
<b>1</b>	<b>EDUCATION</b>	Five GCE 'O' Levels or CXC General up to Grade II, including English and Mathematics or Principles of Accounts; LCC Higher auditing or Accounting; Level I ATP, AAT or CAT. Ability to use computerized Stores Inventory.	<b>5</b>	<b>23</b>
<b>2</b>	<b>EXPERIENCE/JOB KNOWLEDGE</b>	Semi-Skilled Clerical, Vocational and other related workers requiring periods of exposure from entry up to a period of three to five years to grasp the basic requirements and understand all aspects of the job. Knowledge of a body of rules, procedures or operations requiring training and experience to perform interrelated procedural assignments.	<b>4</b>	<b>33</b>
<b>3</b>	<b>SUPERVISION</b>	Reports regularly to immediate Supervisor. Work reviewed for accuracy and adherence to instructions. Liaises with Head Office/Service Stations/Terminals/Depot Superintendents to issue stock for filling requisitions. With minimal supervision performs tasks in support of Team.	<b>4</b>	<b>17</b>
<b>4</b>	<b>RESPONSIBILITY FOR MATERIALS, CASH, ETC</b>	Responsible for answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing. Also responsible for receiving requisitions for items in storage and ensuring that correct items are selected and maintains and updates inventory records.	<b>2</b>	<b>37</b>
<b>5</b>	<b>COMPLIANCE</b>	The Incumbent must follow instructions given on details concerning allocation of inventory to the various Divisions/Departments in GuyOil, the nature of distribution for forwarding mails and calls, setting of appointments and digital and paper filing processes.	<b>3</b>	<b>23</b>
<b>6</b>	<b>QUALITY OF WORK</b>	The Incumbent must ensure that the records reflect accurate information on inventory received and issued. Outgoing and incoming mails and calls must be delivered in a timely manner.	<b>2</b>	<b>33</b>
<b>7</b>	<b>ANALYTICAL SKILL</b>	The Incumbent prepares meeting agendas, attend meetings, and record and transcribe minutes and also processes and prepares documents, such as business or government forms and expense reports.	<b>3</b>	<b>21</b>
<b>8</b>	<b>TECHNICAL/ PROFESSIONAL</b>	They must be comfortable using digital hardware and software, so they can total figures in spreadsheets, compute, record, and proofread data, write letters using word-processing applications and respond to emails.	<b>4</b>	<b>13</b>
<b>9</b>	<b>INTERPERSONAL SKILL</b>	The Incumbent has an entry-level position, they interact with all kinds of employees, customers and suppliers, from the couriers who bring in ordered supplies, to department heads who need errands run. General clerks thus require the good interpersonal skills needed to interact with different types of people. They must be able to listen actively to any instructions given to them, and then communicate both verbally and in writing to explain the results of their actions. Must also be able to effectively respond where information is requested or where routine queries are dealt with by Departments within GuyOil.	<b>3</b>	<b>19</b>
<b>10</b>	<b>MENTAL AND VISUAL DEMANDS</b>	The Incumbent must be visually and mentally capable to input numerical data into computer databases and bookkeeping, including inventory records, most accurately.	<b>3</b>	<b>17</b>
<b>11</b>	<b>WORKING ENVIRONMENT</b>	The work environment involves everyday risks or discomforts which require normal safety precautions.	<b>4</b>	<b>27</b>
<b>LICENCES:</b>			<b>TOTAL:</b>	<b>263</b>
<b>SIGNATURES:</b>				
<b>PREPARED BY: S.V. JONES ASSOCIATES</b>		<b>DATE:</b>		
<b>REVIEWED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		
<b>APPROVED BY</b> _____	<b>DESIG.</b> _____	<b>DATE:</b> _____		