

**MINISTRY OF TOURISM**



**JOB DESCRIPTION AND SPECIFICATION**

|                    |                                   |
|--------------------|-----------------------------------|
| <b>JOB TITLE:</b>  | Administrative Assistant          |
| <b>JOB GRADE:</b>  | GMG/AM4                           |
| <b>DEPARTMENT:</b> | Legal Service Unit                |
| <b>REPORTS TO:</b> | Senior Assistant Attorney General |
| <b>MANAGES:</b>    | N/A                               |

This document is validated as an accurate and true description of the job as signified below

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Employee Date

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Head of Department/Division Date

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Date received in Human Resource Division Date Created/revised

## **1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION** *(in which the position is located):*

Provide high quality and timely legal services to the Ministry and its Departments and Agencies, in order to assist the entities to achieve their strategic priorities consistent with the strategic objectives of the GOJ.

## **2. JOB PURPOSE**

Under the general supervision of the Senior Assistant Attorney General, the Administrative Assistant provides administrative support, paralegal and secretarial services that enhance the Senior Assistant AG's office and the operations of the Legal Service Unit (LSU) in general. The Administrative Assistant coordinates the activities of the office, organizes meetings, and manages/monitors the Senior Assistant AG's calendar, drafts reports and other documentation; serves as liaison between the LSU and the AGC-HQ; undertakes research on routine legal matters and drafts Briefs; ensures a proper records management system is maintained and access to online law research facility is available to allow for the efficient operation of the LSU and the timely delivery of service to the Ministry its Departments and Agencies.

## **3. KEY OUTPUTS**

- Calendar/schedules created and maintained
- Itineraries/meetings coordinated and arranged
- Visitors/phone calls received and responded to
- Incoming issues researched, prioritised and processed
- Senior Assistant AG briefed and updated
- Cabinet submissions forwarded/tracked
- Cabinet decisions received and actioned
- Corporate, operational and work plans Budget/cash flow prepared
- Requests for information researched/provided
- Database kept up-to-date and current information available
- Records Management system maintained
- Legal research conducted
- Routine legal documents drafted
- Routine Court documents drafted
- Administrative systems maintained

## **4. KEY RESPONSIBILITY AREAS**

## Technical/Professional Responsibilities

- Manages the calendar of schedules and appointments on behalf of the Senior Assistant AG.
- Prepares audio visual presentations as appropriate; prepares Briefs, background information and/or supporting documents for scheduled appointments, meetings, speaking engagements, conferences, interviews as appropriate/directed.
- Reviews, collates and edits reports for submission to the Senior Assistant AG and other stakeholders as directed.
- Composes and prepares correspondence, memoranda, agenda and other documents that are oftentimes confidential.
- Produces and distributes action sheets, notes/minutes of meetings; follows up on actions to be taken.
- Coordinates all activities related to the preparation of the LSU's budget, corporate and operational plans, individual work plans, performance appraisal reports, leave schedules and training needs analysis to ensure submission within stipulated deadlines.
- Coordinates the preparation and timely advancement of cabinet submission; track the processing of these submissions.
- Ensures cabinet decisions are received and actioned as directed/appropriate.
- Communicates directly on behalf of the Senior Assistant AG to LSU staff, AGC-HQ staff, external clients/customers stakeholders and others, on matters related to the Senior Assistant AG's Office.
- Functions as a liaison for smooth communication between the Senior Assistant AG's and the responsible Deputy Solicitor General, internal divisions of the Ministry in a manner that serves to maintain credibility, trust and support.
- Ensures visitors and incoming calls to the Senior Assistant AG's Office are received and screened; information or access is provided; referrals to appropriate staff effected; and/or other action are taken as deemed appropriate.
- Works closely with the Senior Assistant AG to keep him/her well informed of upcoming commitments and schedules and follow-up as appropriate.
- Processes all correspondence addressed to the Senior Assistant AG; and routes correspondence and documents as appropriate to allow for the efficient operation of the LSU.
- Conducts on-line and off-line research on routine matters at the request of the Senior Assistant AG;
- Coordinates the receipt, distribution and dispatch of files and correspondence within the LSU to ensure that matters are settled in accordance with service standards.
- Ensures confidential files and records management systems, electronic and hard copy, are established and maintained in accordance with established policies and generally accepted professional standards.
- Maintains and updates databases, consults with Information Systems Personnel regarding programming problems and/or data integrity and makes recommendations for system enhancement.
- Demonstrates professionalism, credibility and integrity in the performance of functions to enhance and maintain a positive and credible image of the office;
- Maintains knowledge of the LSU's operations, working knowledge of the policies,

procedures practices and protocols to be able to respond appropriately to enquiries, requests or issues.

### **Paralegal Duties**

- Assists in the preparation of legal documents, under the guidance of the Senior Assistant AG.
- Conducts research into legislation and other sources of law as directed.
- Researches and gathers data inclusive of statutes, legal articles, and relevant documents.
- Prepares reports of analysis of research findings.
- Assists in organizing meetings to review and discuss legal documents.
- Assists in collating documents/bundles in preparation for legal hearings and consultations.
- Keeps and monitors law volumes to ensure that law library is up-to-date and volumes updated/annotated.
- Liaises on an on-going basis with key stakeholders i.e. attorneys and other parties in facilitating review or development of legal documents.
- Maintains the AGC's files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files.

### **Management/Administrative Responsibilities**

- Contributes to the development of the LSU's Strategic and Operational Plan and Budget;
- Develops Individual Work Plans based on alignment to the LSU's Plan;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and project documents as required;

### **Other Responsibilities**

- Performs all other related duties and functions as may be required from time to time.

## **5. PERFORMANCE STANDARDS**

- Calendars, schedules, itineraries are efficiently coordinated and maintained and the Senior Assistant AG updated and briefed in a timely manner;
- Reports, correspondence, agendas, and other documents prepared and circulated in an efficient and timely manner;
- Meetings and events are efficiently and effectively coordinated and managed so as to ensure the achievement of meeting/events objectives;

- Communication between the Senior Assistant AG's office, internal divisions of the Ministry and AGC-HQ is conducted in a manner that serves to maintain credibility, trust and support;
- Senior Assistant AG updated in a timely manner on the status of issues, assignments and matters requiring attention;
- Reports are prepared in prescribed format, are accurate and are prepared and submitted in a timely manner;
- Cabinet submissions advanced in a timely manner and in accordance to established standards;
- Research conducted is thorough and findings and conclusions sound;
- Movement of files and correspondences coordinated and allows for the easy and quick retrieval of information
- Database is kept current and facilitate the completion of assignments in a timely manner and in accordance with established standards
- Tact, sensitivity, diplomacy, discretion, professionalism and good judgment is exercised in the screening of calls and visitors and giving out of information;
- Confidentiality of information and communication, oral and written, is maintained at all times;
- Priorities are determined and tasks scheduled to meet deadlines;
- Administrative systems are established and maintained that ensures the efficient and effective operation of the LSU, confidentiality, easy retrieval, safe custody and an audit trail.
- Legal documents drafted in accordance with established standards and timeframes;
- Legal research is evidence-based and completed in agreed timeframes.

## 6. INTERNAL AND EXTERNAL CONTACTS

**Internal Contacts** (required for the achievement of the position objectives)

| Contact (Title)                        | Purpose of Communication  |
|--|---|
| Senior Assistant Attorney General      | To receive directives and provide recommendations and reports   |
| Divisional/ Unit Heads in the Ministry | To facilitate communication on work priorities  |
| Senior Executives                      | To ascertain feedback (informal or otherwise) on initiatives, projects, follow up on reports and general information on behalf of the Senior Assistant AG |
| Staff                                  | To communicate information and receive information on behalf of the Senior Assistant AG   |

### External Contacts (required for the achievement of the position objectives)

| Contact (Title)             | Purpose of Communication   |
|-----------------------------|--|
| Ministry of Justice<br>MDAs | <ul style="list-style-type: none"><li>To provide/obtain advice/information/Training</li></ul>                        |
| General Public              | <ul style="list-style-type: none"><li>To request and disseminate information pertaining to functional area</li></ul> |

## 7. AUTHORITY

- Draft documents;
- Makes recommendations to improve the efficiency of the Senior Assistant AG's office.

## 8. REQUIRED COMPETENCIES

### Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organising skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

### Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the unit
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports

- Knowledge of the English Legal System, including commercial law, public law and Civil Proceedings.
- Good Knowledge of drafting legal documents
- Good knowledge of legal research and methods
- Knowledge of online legal research tools
- Working knowledge of GOJ operations and of public sector issues.

#### **9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Administrative Management or Business Administration or related Social Science;
- Paralegal qualification OR training
- Minimum three (3) years' experience in a related field

#### **10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. May be required to travel locally to attend conferences, seminars and meetings.