

NATURE OF DUTIES  
DUTIES OF CLERICAL STAFF

OFFICE  
SUPDT

Responsible for administration, supervision of office work and general discipline of staff in a GE's office/Section of higher office.

Marking and distribution of Dak to different sections/sub-sections.

Scrutinize letters before signature by officer.

Scrutinize service documents.

To guide clerical staff on Acts, Laws, Rules and Regulation.

To supervise all MES ministerial duties.

UPPER  
DIVISION  
CLERK

Capable of doing more than office routine as done by LDC. Have good knowledge of MES regulations and procedure including maintenance of cash book and construction accounts. Should be able to put up concise notes and drafts on cases. Be able to take charge of Sub Division Office/Sections of GE or CWE's office. Should be able to type. Should know Labour Laws discipline and conduct rules. Should be able to carry other clerical duties as ordered.

LOWER  
DISIVION  
CLERK

Carry out routine office work e.g. receipt and despatch of incoming and outgoing correspondence. Filing in cases, linking of references, writing simple routine notes and drafts, maintain library and registers, carry out amendments to regulations and orders, maintain construction accounts. Type neatly and accurately at 30 words per minute.