



Email Address: ursmain@urs.edu.ph / urs.opmorong@gmail.com
Main Campus: URS Tanay Tel.: (02)8539-9957 to 59

University Human Resource Management Office
Tel. No. (02) 8539-9950 loc. 124 Email Address: univhrmo@urs.edu.ph

JOB DESCRIPTION/SPECIFICATION
1

Position Title	Administrative Officer IV (Human Resource Management Officer II)	Salary Grade	15
Plantilla Item Number	URSB-ADOF4-23-2022	Monthly Salary	₱ 42,178.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	Designs and implements human resource management systems in accordance with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Supervises and implements the Human Resource Management systems/processes of the University such as: Recruitment, Selection & Placement; Learning & Development; Performance Management; Rewards & Recognition; Compensation & Benefits, and; Employee Relations & Welfare.		
Duties and Responsibilities	• Prepares plans and implements the recruitment, selection and placement system of the University • Implements University performance management system • Prepares plans and implements learning and development interventions to raise the level of competence, efficiency and morale of employees • Implements University rewards and recognition system • Implements and processes Civil Service and other applicable government statutory compensation and benefits policies • Supervises and ensures maintenance and safekeeping of HR documents, records, reports and other human resource actions • Performs functions as member of various campus human resource committees such as but not limited to Human Resource Merit Promotion and Selection Board, Performance Management Team, Program on Awards and Incentives for Service Excellence Committee, Grievance Committee • Initiates the establishment of linkages for human resource development • Assesses HR management system processes, proposes and conducts HR interventions such as policy enhancement, HR mechanisms development, processes streamlining, among others • Performs all other functions as may be provided by the Civil Service Commission and other applicable government rules, laws and regulations • Performs other duties assigned		
Qualification Standards			
Education	Bachelor's Degree		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
2

Position Title	Project Development Officer II	Salary Grade	15
Plantilla Item Number	URSB-PDO2-27-2022	Monthly Salary	₱ 42,178.00
Employment Status	Permanent		
Office/Unit	Project Management Unit		
Immediate Supervisor	Project Development Officer III		
General Function of the Unit	Responsible on all infrastructure projects of the University by maintaining best practices in compliance with government regulations		
General Function of the Position	Assists in the planning and implementation of project management activities		
Duties and Responsibilities	• Reviews existing plans, policies and standards and proposes enhancement • Writes/develops project proposals and correspondences • Prepares building plans, cost estimates, general construction specification • Prepares Project Procurement Management Plan (PPMP) for infrastructure projects • Prepares report on project implementation to ensure that project management activities meet the timeline • Ensures compliance and monitoring of Land Use Development and Infrastructure Project • Conducts onsite inspection of infrastructure projects and submits report to the immediate supervisor • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

3

Position Title	Legal Assistant II	Salary Grade	12
Plantilla Item Number	URSB-LEA2-8-2022	Monthly Salary	₱33,947.00
Employment Status	Permanent		
Office/Unit	Legal Unit		
Immediate Supervisor	Attorney IV		
General Function of the Unit	Responsible in handling all legal matters concerning the University		
General Function of the Position	Performs administrative legal duties in support to the University		
Duties and Responsibilities	• Maintains good public relations and provides clear spoken information to clients • Maintains confidentiality of sensitive and confidential matters and information • Screens requests, handles inquiries and complaints • Assists in the administrative duties such as preparation of correspondence, issuances, resolution requests and reports • Takes and transcribes general dictation and meeting minutes • Manages, organizes and maintains documents in paper and electronic filing system • Acts as liaison with other departments and agencies • Provides general administrative assistance, such as maintaining the immediate head’s calendar, scheduling of meetings and making travel arrangements • Performs other duties assigned		
Qualification Standards			
Education	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses		
Experience	None required		
Training	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

4

Position Title	Accountant I	Salary Grade	12
Plantilla Item Number	URSB-A1-34-2016	Monthly Salary	₱33,947.00
Employment Status	Permanent		
Office/Unit	Accounting Unit		
Immediate Supervisor	Accountant III		
General Function of the Unit	To provide accounting services and financial support to the University in accordance with laws, rules and regulations		
General Function of the Position	Assists in ensuring that financial reports will be fairly presented. That all recordable transactions must be taken up accurately in the books and that all disbursements are properly documented and in accordance with laws, rules, and regulations.		
Duties and Responsibilities	• Reviews journalizing and classification of accounts • Monitors tax compliance with BIR • Prepares Tax Remittance Advice (TRA) • Prepares monthly BIR Tax Remittances (BIR Form 1600, 1601E, 1601C) • Prepares Annual BIR Tax Returns (BIR Form 1604 C & BIR Form 1604-E) • Maintains tax database • Prepares Index of Payment to Suppliers • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree in Commerce / Business Administration major in Accounting		
Experience	None required		
Training	None required		
Eligibility	RA 1080		



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JOB DESCRIPTION/SPECIFICATION

5

Position Title	Administrative Officer II (Human Resource Management Officer I)	Salary Grade	11
Plantilla Item Number	URSB-ADOF2-55-2022	Monthly Salary	₱31,705.00
Employment Status	Permanent		
Office/Unit	Human Resource Management Unit		
Immediate Supervisor	Administrative Officer V (Human Resource Management Officer III)		
General Function of the Unit	Designs and implements human resource management systems in concurrence with Civil Service and applicable government rules, laws and regulations to ensure that human talent is managed effectively and efficiently to accomplish University goals.		
General Function of the Position	Assists the immediate Head in supervising and implementing the HR systems/processes of the University such as: Recruitment, Selection & Promotion; Learning & Development; Performance Management; Rewards & Recognition; Compensation & Benefits and, Employee Relations & Welfare.		
Duties and Responsibilities	• Prepares action on appointment, transfers, resignation, retirements, separation, reinstatement, salary adjustment, position classification and/or reclassification, performance ratings, fringe benefits and other personnel benefits and services • Informs employees of the civil service rules and regulations, and explains the meaning of, and reasons for, various personnel actions • Submits periodic personnel reports and maintains personnel records and plantilla • Assists in the supervision of work of HR staff in checking appropriate eligibilities of personnel • Prepares pertinent documents, reports and other personnel actions • Reviews accomplishments of the staff in accordance with existing laws, rules, regulations and policies and general quality levels • Enforces office discipline and regulations of a unit • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s Degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

6

Position Title	Internal Auditor I	Salary Grade	11
Plantilla Item Number	URSB-IAUD1-3-2022	Monthly Salary	₱31,705.00
Employment Status	Permanent		
Office/Unit	Internal Audit Unit		
Immediate Supervisor	Internal Auditor III		
General Function of the Unit	Ensures that all transaction processes in the University are compliant to government laws, policies, guidelines and procedures.		
General Function of the Position	Assists in the examination, investigation, and review of internal records, reports, financial statements, and manages practices to ensure legal compliance with government rules and regulations.		
Duties and Responsibilities	• Conducts data gathering and preparation of information for the activities to be audited • Discusses preliminary information with the immediate head • Performs standard auditing work • Assists in the preparation of report on the results of audit • Represents the unit in the conduct of inventory and appraisal of university properties • Conducts on the spot inspection of delivered items • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

7

Position Title	Planning Officer I	Salary Grade	11
Plantilla Item Number	URSB-PL01-1-2022	Monthly Salary	₱31,705.00
Employment Status	Permanent		
Office/Unit	Planning Unit		
Immediate Supervisor	Planning Officer III		
General Function of the Unit	Responsible in managing and coordinating the establishment and support of programs and/or projects of significance to the operation and administration of a major, key operating component of the university.		
General Function of the Position	Provides assistance and inputs in setting the direction of the different components of the University		
Duties and Responsibilities	• Provides assistance and coordination in setting the preparation of the annual accomplishment report • Monitors progress and evaluation of the University’s annual, medium term and long range institutional plans • Assists in the preparation and facilitates submission of the University periodic and non-periodic reports to other government agencies • Prepares, reviews and coordinates project proposals related in the University budget reports • Prepares and maintains planning data management system • Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s degree relevant to the job		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

8

Position Title	Registrar I	Salary Grade	11
Plantilla Item Number	URSB-R1-2-2002	Monthly Salary	₱31,705.00
Employment Status	Permanent		
Office/Unit	Registrar Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for the implementation of university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements		
General Function of the Position	Implements university policies and procedures regarding student registration, records, class schedules, instructional space scheduling, residency requirements, and graduation requirements		
Duties and Responsibilities	- Plans, implements and evaluates policies relative to registration, scheduling of courses, data processing, recording, and storage of student records - Administers operations in the following areas of registration and enrolment-related activities, student records management, graduation, and other related services - Implements admission course requirements, transfers, retention, graduation, and other matters on student accounting - Determines subject load and subject sequences - Issues certificates, grades, and records of candidates for graduation - Receives, processes, and dispatches records for transcript of records of both active and inactive students - Supervises recording of data in student records, updates and provides control flows, safety and security of files and records - Maintains linkages with other registrars in other institutions in connection with student records and registrar’s concerns - Performs other duties assigned		
Qualification Standards			
Education	Bachelor’s Degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION

9

Position Title	Administrative Officer I (Records Officer I)	Salary Grade	10
Plantilla Item Number	URSB-ADOF1-2-2012	Monthly Salary	₱ 26,917.00
Employment Status	Permanent		
Office/Unit	Records Unit		
Immediate Supervisor	Administrative Officer V (Records Officer III)		
General Function of the Unit	Responsible for processing, storing, retrieving, managing, safekeeping and proper disposal of hard copy and digital records and information of the University		
General Function of the Position	Assists the immediate head in providing administrative support in the planning, formulating and implementing a records management and archival administration program for the efficient creation, utilization, maintenance, retention, storage, preservation, conservation and disposal of public records including the adoption of security measures and vital records protection program for the University		
Duties and Responsibilities	- Assists in the implementation of policies, standards and guidelines for recordkeeping including creation, classification, maintenance, retention, disposition, custody and protection of records - Checks and classifies signed correspondence before they are released - Classifies and appraises records for inventory and disposition - Reviews the formulation of records retention and disposal schedule as guide to all disposition action on records - Reviews and recommends measures for the revision of the records retention and disposal schedule, the preservation and protection of all records - Reviews and recommends measures for the improvement of methods, practices relative to filing, servicing files and disposition of records - Prepares annual and other required reports - Prepares documents for meetings and presentations during knowledge sharing sessions and related activities - Performs other duties assigned		
Qualification Standards			
Education	Bachelor's Degree		
Experience	None required		
Training	None required		
Eligibility	Career Service (Professional) / Second Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
10

Position Title	Administrative Assistant II (Property Custodian)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-18-2004	Monthly Salary	₱22,423.00
Employment Status	Permanent		
Office/Unit	Supply and Property Management Unit		
Immediate Supervisor	Campus Director		
General Function of the Unit	Manages the receiving, recording, issuance and disposal of all equipment and properties of the University		
General Function of the Position	Assists the immediate Head in managing the receiving, recording, issuance and disposal of all equipment and properties of the University		
Duties and Responsibilities	• Prepares and update Supplies Ledger Card • In-charge in the releasing of supplies • Updates the supplies Bin Card • In-charge in the upkeep of the University Stock Room • Prepares the supplies inventory • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
11

Position Title	Administrative Assistant II (Administrative Assistant)	Salary Grade	8
Plantilla Item Number	URSB-ADAS2-41-2022	Monthly Salary	₱22,423.00
Employment Status	Permanent		
Office/Unit	General Services Unit		
Immediate Supervisor	Administrative Officer V		
General Function of the Unit	Responsible for equipment operation, basic maintenance and repair, materials handling, custodial services, logistical support, routine security and/or customer services and other related duties		
General Function of the Position	Provides technical assistance to section heads and update accomplishment reports of the General Services Section		
Duties and Responsibilities	• Coordinates with Campus General Services head regarding schedule of preventive maintenance and repairs and maintenance • Receives reports of status of facilities needing repair and conduct site inspection to recommend necessities action • Prepares Detailed Plans, Detailed budgetary cost estimate, inspection report and Scope of works • Collects and update reports on serviceability of university vehicles and equipment • Updates reports of security unit on incidents occurring on the university policies • Assists the unit heads in General Services division on policy and guidelines formulation affecting general services. • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	1 year of relevant experience		
Training	4 hours of relevant training		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
12

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-29-2022	Monthly Salary	₱ 19,716.00
Employment Status	Permanent		
Office/Unit	Budget Unit		
Immediate Supervisor	Administrative Officer IV (Budget Officer II)		
General Function of the Unit	Responsible in providing efficient budgeting services; reliable and timely financial information towards effective utilization of financial resources.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	• Prepares Obligation Request and Status/Budget Utilization Request and Status • Records incoming and outgoing documents • Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None Required		
Training	None Required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
13

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-12-2022	Monthly Salary	₱ 19,716.00
Employment Status	Permanent		
Office/Unit	Cash Unit		
Immediate Supervisor	Administrative Officer V (Cashier III)		
General Function of the Unit	Responsible for and/or supervises the cashiering operations of the University, assuring compliance with pertinent regulations concerning receipts, custody and handling of money or monetary substitutes		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	• Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies. • Ensures security of office equipment and availability of office supplies. • Assists in recording and submission of approved ACIC/LDDAP ADA to the Land bank • Prepares Purchase Requests and Requisition Issue Slip • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
14

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-4-2022	Monthly Salary	₱ 19,716.00
Employment Status	Permanent		
Office/Unit	Information & Communications Technology Unit		
Immediate Supervisor	Information Technology Officer I		
General Function of the Unit	Responsible for the production and implementation of technology solutions in the University, reviewing and recommending new information technology alternatives, evaluating data needs and security strategies.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	• Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
15

Position Title	Administrative Aide VI (Clerk III)	Salary Grade	6
Plantilla Item Number	URSB-ADA6-5-2022	Monthly Salary	₱ 19,716.00
Employment Status	Permanent		
Office/Unit	Information Unit		
Immediate Supervisor	Information Officer III		
General Function of the Unit	The unit serves as the University’s public information component. It facilitates the gathering, collecting, processing, storing, and transmitting of information through various appropriate channels. It is instrumental in raising awareness, strengthening the reputation, and promoting the University’s brand in local, national, and international milieus. Further, it fosters harmony in the internal community and establishes partnerships with external agencies for goodwill, open communication, and collaboration geared toward fulfilling the University’s mission, vision, and strategic goals.		
General Function of the Position	Performs administrative and clerical tasks within the office.		
Duties and Responsibilities	• Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of 2 years of studies in college (prior to 2018) or Completion of Grade 12 / Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Subprofessional) / First Level Eligibility		



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JOB DESCRIPTION/SPECIFICATION
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Position Title	Administrative Aide IV (Clerk II)	Salary Grade	4
Plantilla Item Number	URSB-ADA4-39-2004	Monthly Salary	₱17,506.00
Employment Status	Permanent		
Office/Unit	Office of the Campus Director, Morong Campus		
Immediate Supervisor	Campus Director		
General Function of the Unit	Responsible for overseeing the day-to-day operations of the Campus.		
General Function of the Position	Performs administrative and clerical tasks within the office		
Duties and Responsibilities	• Serves as the incoming and outgoing document clerk • Performs general office duties such as data encoding, filing and maintaining a filing system, scanning, and requesting and maintaining office supplies • Ensures security of office equipment and availability of office supplies • Assists with presentations and reports • Screens all incoming phone calls, inquiries and correspondence and route accordingly • Performs other duties assigned		
Qualification Standards			
Education	Completion of two years of college (prior to 2018), or Completion of Grade 12/Senior High School (starting 2016)		
Experience	None required		
Training	None required		
Eligibility	Career Service (Sub professional) / First Level Eligibility		