

POSITION	SECRETARY I
No. of Vacancies	1
Salary Grade	7
Place of Assignment	Legal Affairs Department (DLA) - Director's Office
Item Number	24-4
General Function	Responsible for providing general administrative assistance to the office/department in such areas as personnel, logistics and clerical requirements.
Qualification Standards	<p><u>Education:</u> Completion of 2 yrs. studies in College</p> <p><u>Experience:</u> No experience required</p> <p><u>Training:</u> No training required</p> <p><u>Eligibility:</u> Career Service Sub-professional</p>