

## Grade Definitions for

### Clerical, Secretarial, Library Assistant And Related Staffs

#### Grade 1

Routine work involving well-defined procedures under regular or direct supervision. The tasks carried out will normally be of a repetitive nature, allowing little scope for the exercise of personal initiative. This grade should also be regarded as an entry and training grade. It is expected that an employee under training will not spend more than one year in this grade, subject to satisfactory service.

#### Grade 2

Work along specified lines but requiring some experience, personal responsibility, and initiative. Work to daily routine but will have certain amount of responsibility for dealing with minor matters without lose supervision. General clerical duties may involve the checking and overseeing of the work of Grade 1 staff or the exercise of more advanced audio-shorthand typing skills and more complex copy typing.

#### Grade 3

Work requiring the exercise of considerable personal responsibility, judgement and initiative although still subject to overall well-defined limits either requiring detailed knowledge of a particular branch of work not necessarily to a standard for which a professional qualification might be appropriate or work of a supervisory nature where number of persons is limited (e.g. between 2 and 4) and the type of work is routine. Independence in the arrangement of own work, a variation in the daily schedule and under minimum supervisory control would be the main features of work to be found in this grade.

#### Grade 4

Special responsibility requiring the exercise of initiative to decide on courses of action, for a clearly defined section or sub-section of work. Work will either be mainly of a supervisory nature where persons supervised are engaged on different aspects of the same work and/or large numbers involved (e.g. between 5 and 10) or will demand the application of specialist knowledge **or** will have a mainly organisational content requiring a relatively high degree of personal initiative and responsibility.

#### Grade 5

- a. Job content will involve the deployment of assigned resources towards defined objectives and, within defined limits, accountability for the outcome - **or** - involve decisions which require a knowledge of general principles and standard practices in technical, financial, semi-professional or similar fields - **or** -

executive decisions which require a knowledge of the relevant broad policies or rules of the institution.

*Some jobs may involve elements of all three.*

- b. Postholders exercise a high level of personal responsibility and initiative and possess expertise and specialised knowledge, coupled with appropriate relevant expertise and/or qualifications (not necessarily of a professional standard).

## **Grade 6**

Job content will be similar in character to posts in Grade 5 but the responsibility level will be more demanding. Within the delegated area of authority of the post, job-holders will be expected to exercise responsibility at the overall level characterised below. The duties and responsibilities are examples; they are not intended for use as a comprehensive list each of which has to be undertaken to qualify for entry into this grade.

- Determining objectives to be achieved within existing policies and resources.
- Setting and monitoring standards, authorising substantial transactions and resolving problems involving other departments or clients or contractors.
- Advising on and proposing changes in policies, plans, priorities and office systems.
- Selecting, or playing a major part in the selection of staff, and managing them.