

Clerk Stenographer II

Public Transport Service Corporation (PTSC)

Category: Transport, Shipping, Warehousing & Automotive

Location: Port of Spain

Employment Type: Full-time

Term: Permanent

Salary: Concealed

Closing Date: 30 April 2026

Job Description

An employee in this class performs advanced stenographic duties and may serve as Secretary to a Head of Department or Division. Work may include some minor administrative duties performed on behalf of a superior, as well as the supervision of subordinate employees, and is performed with some degree of initiative and independence, the employee being expected to decide what matters could be dealt with by her immediately, or should be referred to the administrative superior. Work is reviewed by an administrative superior, but only in a general way, for neatness, accuracy and efficiency.

Key and Critical Responsibilities

- Takes dictation in shorthand from an administrative superior and transcribes these notes producing documents in a finished form, and reviews all letters, memoranda or other documents prepared for the signature or attention otherwise of the administrative superior.
- Prepares agenda for meetings, committees, conferences, etc. and minutes of meetings, etc. from shorthand notes taken at the meetings, makes copies of these documents and circulates them as may be required.
- Operates typewriter and/or computer, utilizing word processing software.
- Sends acknowledgements to letters received, and prepares draft replies to some letters under the general direction of an administrative superior.
- Attends to enquiries over the telephone, or to the business of callers and visitors arranging interviews or making appointments, on behalf of the administrative superior as may be necessary.
- Operates simple office machines not requiring previous experience.
- Prepares and runs off stencils as may be necessary.
- Performs other simple clerical duties.
- May supervise the work of subordinates.

Key Competencies

- Minimum of 5 GCE/CXC passes including Mathematics and English Language.

- Associate Degree/Diploma in Business Administration or Management would be useful.
- Proficient in Microsoft Office.
- Innovative, flexible, results oriented and professional in conduct.
- Ability to communicate clearly and concisely both orally and in writing.
- Can work independently as well as collaboratively.
- High levels of confidentiality.
- At least one (1) year experience in Administrative functions.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.