

## Clerical Officer II – 7 Positions at Machakos County Public Service Board

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### Job Description

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Machakos County, nicknamed 'Macha,' was the first capital city of Kenya and is now an administrative county in Kenya. Machakos is made up of eight constituencies including Machakos Town, Mavoko, Masinga, Yatta, Kangundo, Kathiani, Matungulu, and Mwala. Machakos Town is the administrative capital of the County.

### Duties and Responsibilities

An officer at this level will handle: –

Collecting statistical records

carrying out transactions related to accounts or personnel information.

filing receipts

receiving, filing, and dispatching correspondence

preparing Pay Change Advices (PCAs)

preparing initial documents for issuance of stores

photocopying and scanning documents

indexing of documents and records

Checking general office cleaning; and

keeping safe custody of equipment, documents, and records.

### **Requirements for Appointment**

For appointment to this grade, a candidate must have: –

Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and

Certificate in computer application skills.

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