

**TRAFFIC MANAGEMENT BRANCH**  
**JOB SPECIFICATIONS- DUTIES & REQUIREMENTS**

**TECHNICAL CLERK**

**Duties**

Duties may include, but not limited to, the following:

- Collating all traffic and transportation surveys and entering same into a computerized environment.
- Collating field work done by the various districts and assisting in reports on their activities.
- Preparing charts, graphs and images depicting the various activities of the Branch for the use of technical staff in presentations and reports.
- Collating information from the paysheet section for cost efficiency analysis of the Branch.
- Assisting the paysheet section in ensuring that payments are made to suppliers and contractors and wages and other allowances are paid to staff, as may be required.
- Perform related duties as assigned.

**Requirements**

**Education:**

- Minimum of five (5) O'Level's including Mathematics and English Language or equivalent.

**Knowledge of:**

- Computer applications for word processing, spreadsheets, and database in windows environment.
- Use of personal computers, copiers, fax machines, and other office equipment.

**Ability to:**

- Communicate effectively
- Organize and prioritize multiple tasks
- Work with diverse employees

**Experience:**

- Minimum one (1) year experience in a technical environment