

Summary of Duties

Too often, secretaries have been rated on those duties or responsibilities as stated in the Summary of Duties on the Statements of Qualifications. No proper credit or recognition was given to the secretary who did some registry work, accounts, consular or other duties which at times are not of a secretarial nature.

Experience Factor

The Selection Standards distinguish Basic Requirements from Rated Requirements. The Basic Requirements provide for the inclusion of those essential qualifications that are used for initial screening purposes. Basic Requirements are minimum criteria and are not rated by degree. Experience refers to actual participation or practice in activities related to the duties and responsibilities of a position - the acquisition or exercise of knowledge or abilities in vocational or avocational circumstances. Experience requirements must not be expressed in terms of a specific number of years. To raise Basic Requirements for positions in this Group above the minimum prescribed, permission must be obtained from the Public Service Commission. (From Classification and Selection Standard manual.)

Merit Principle

There is a consensus feeling among rotational secretaries that the merit in the application of the Merit Principle is questionable in a rotational foreign service. A demonstrated ability to function effectively in a foreign environment is essential and this can only be done through a posting abroad. The fact that there were many