

## **WATCH OFFICER**

### **Kind of Work**

Routine clerical work.

### **Distinguishing Features of Work**

An employee in this class keeps watch over the movement of vessels in the harbour and draws to the attention of the Immigration Officer any unusual occurrences in the area of ships which are not yet cleared. Work entails the keeping of records and particulars of ships in the harbour area as well as elsewhere based on information received. The incumbent may use a binocular or telescope for the purpose of identifying ships and recording certain data in the log book. The incumbent also records on a register details of claims on private firms for overtime allowances made by the Immigration Officers. Work is performed in accordance with established procedures and is reviewed by a superior officer through the inspection of records, reports and discussions.

### **Examples of Work**

Maintains watch over the movement of vessels in the harbour and keeps records of the movement of vessels in the area as well as elsewhere based on information received by note of advice, telephone, from shipping agents and wireless or from any other sources; and keeps records of action taken on information received.

Records in log book data pertaining to each vessel; also draws to the attention of Immigration Officers any unusual occurrences in the area or ships which are not yet cleared or which need attention.

Receives and records in the register, bills for overtime claims on private firms from Immigration Officers; and despatches these bills and other documents to the Chief Immigration Officer and shipping agents.

Performs general orderly duties at the boarding station.

Assists in filing documents and performs other related clerical duties.

Performs related work as required.

### **Required Knowledge, Skills and Abilities**

Some knowledge of office routine and procedures.

Ability to write legibly and to keep and maintain accurate records.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the public.

**Minimum Experience and Training**

Experience (18 months to 4 years) in general office routine such as may have been gained as a Messenger and training as evidenced by a Primary School Leaving Certificate or its equivalent.