

## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 321** **OSC Ref. C. 4515/S3**

8<sup>th</sup> December, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant post of Executive Legal Officer (JLG/LO 4)** in the **Office of the Chief Judge of the Parish Court, Court Administration Division**, salary range \$3,288,645 – \$3,909,166 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

Under the direct supervision of the Chief Judge of the Parish Court, the Executive Legal Officer (JLG/LO 4), will provide Legal and Administrative support to the Chief Judge of the Parish Court.

#### **Key Responsibilities**

- Liaises with all Parish Court Judges on administrative matters, on behalf of the Chief Judge of the Parish Court;
- Conducts Legal research and provide legal opinions on matters as directed by the Chief Judge of the Parish Court;
- Provides legal opinions within the agreed timeframe and in keeping with the established standards;
- Liaises with stakeholders in the legal profession on behalf of the Chief Judge of the Parish Court;
- Supports the Chief Judge of the Parish Court in the implantation of new initiatives in the Parish Courts;
- Supports the Chief Judge of the Parish Court in the design, development and delivery of orientation sessions for new Parish Court Judges;
- Assists in the organization of continuing education and training for all Parish Court Judges in both technical and administrative areas;
- Provides support in the overall administration of the Parish Courts to promote access to justice for all members of the public and to maximize efficient use of resources, increase efficiency in court operations and enhance serve to the public;
- Provides direct support to the Chief Judge of the Parish Court in the implementation of Court programmes and policies;
- Assists in the organization of Local Judicial Conferences;
- Performs other duties as directed by the Chief Judge of the Parish Court.

#### **Required Knowledge, Skills and Competencies**

##### **Core**

- Ability to communicate effectively both orally and in written form
- Good interpersonal skills
- Excellent planning and organizing skills
- Effective team player
- Strong customer relations skills
- Well-developed analytical skills
- Integrity
- Initiative
- Goal/Results Oriented
- Compliance

##### **Technical**

- Good knowledge of the Courts' operations.
- Excellent knowledge of Government's regulations, policies and procedures

- Excellent research skills
- Excellent knowledge of Microsoft Office Suite
- Sound knowledge in the use of the Internet and the World Wide Web.

**Minimum Required Qualification and Experience**

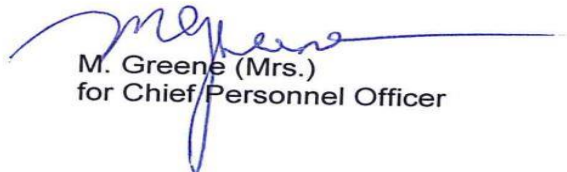
- LLB Degree
- Certificate of Legal Education
- Qualification and or experience in management would be an asset
- At least four (4) years' work experience at the Bar

Applications accompanied by R ésumés should be submitted **no later than Monday, 21<sup>st</sup> December, 2020 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5.

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



M. Greene (Mrs.)  
for Chief Personnel Officer