



**OFFICE OF THE SERVICES COMMISSIONS**  
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**CIRCULAR No. 29**  
**OSC Ref. C.4515/S3**

26<sup>th</sup> January, 2021

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 following **vacant** posts in the **Parish Courts, Court Administration Division**:

1. **Data Entry Statistical Officer (MIS/IT 2) – (3 posts: Manchester – 2; Clarendon - 1)**, salary range \$931,156 - \$1,106,851 per annum and any allowance(s) attached to the post.
2. **Watchman (LMO/TS 1) – (2 posts: Manchester)**, salary range \$9,405 - \$10,641 per week.

1. **Data Entry Statistical Officer (MIS/IT 2)**

**Job Summary**

Under the supervision of the Chief Statistician, the incumbent is responsible for capturing data electronically on the progression of cases from initiation/entry to disposition. This will be done using the Case Information Statistical System (CISS) for the various business lines in the Courts.

**Key Responsibilities**

- Enters data on Civil, Criminal and Family Cases at the point of entry into CISS;
- Updates the data system on a daily basis using the Court Sheet, Court Files and other records of the Court;
- Ensures that CISS are up-to-date with all case events as close as possible to real-time;
- Produces micro-statistical reports for internal stakeholders
- Facilitates electronic data searches;
- Provides timely and accurate data to support case flow management;
- Ensures that all electronic data are consistent, stored and submitted for processing on a monthly basis;
- Assists with the production of Court List.

**Required Knowledge, Skills and Competencies**

***Technical:***

- Proficient in the use of relevant Computer Applications;
- Excellent time management skills
- Knowledge of and ability to use Court/Legal jargons;
- Excellent Data Entry skills
- Great attention to detail

***Core:***

- Excellent oral and written communication skills
- Highly methodical
- Ability to use initiative
- Good problem-solving, decision-making, planning and organization skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in teams
- Good analytical skills

### **Minimum Required Qualification and Experience**

- Four (4) CXC subjects including English Language, Information Technology and a numeric subject; plus
- Typing at 24-30 wpm.

### **2. Watchman (LMO/TS 1)**

#### **Job Purpose**

Under the direction of the Court Administrator, the incumbent provides security for users of the Court, property and equipment within an assigned area and ensure that security measures are maintained.

#### **Key Responsibilities**

- Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured;
- Examines doors, windows and gates to ensure security;
- Watches for and reports irregularities such as security breaches to the relevant personnel;
- Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority;
- Performs periodic checks of external lights to ensure that they are functioning and reports malfunctions;
- Prepares daily security log;
- Opens and closes all builds at the beginning and the end of each work day;
- Performs any other duties assigned.

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

- Good interpersonal skills
- Good oral and written communication skills
- Ability to work in teams
- Keen eye for detail

### **Minimum Required Qualification and Experience**

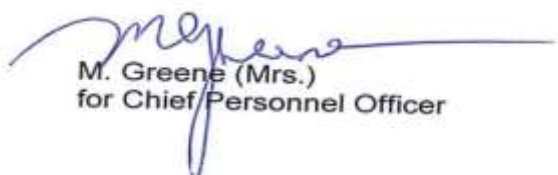
- Secondary level education.

Applications accompanied by Résumés should be submitted **no later than Monday, 8<sup>th</sup> February, 2021 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