OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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CIRCULAR No. 45   **2nd February, 2021**
OSC Ref. C.4515[4]

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 **Supreme Court's Office:**

1. **Data Validation Officer (MIS/IT 3) – (3 posts)**, salary range $1,103,782 – $1,312,050 per annum and any allowance(s) attached to the post.

2. **Data Entry and Scanning Clerk (MIS/IT 2) – (3 post),** salary range $931,156 – $1,106,851 per annum and any allowance(s) attached to the post.

1. **Data Validation Officer (MIS/IT 3)**

Job Summary

Under the direct supervision of the Deputy Registrar, the incumbent checks and verifies the work of the Data Entry and Scanning Clerk, ensuring that all entries to the Court Information Management System are timely and accurate

Key Responsibilities

- Maintains and updates computerized system of new and existing files/documents for the Division;
- Examines and validates all entries made to the Court's Information Management System by the Data Entry and Scanning Clerk to ensure completeness and correctness;
- Prepares reports on incidence of error detected in documents;
- Enters details of hearing on the Master Commercial List;
- Updates system (example where there is judgment or some other mechanism for disposal of the matter);
- Prints Minute Sheets with Hearing dates for the appropriate folders;
- Ensures that all documents for new matters received are scanned and updated to the Court's Information Management System;
- Ensures that all Minutes of Order and other judgements made by the Court are accurately scanned and entered into the Court's Information Management System;
- Assists with the generation of new Claim numbers;
- Generates reports from the Court's Information Management System as requested by the Supervisor/Court Co-ordinator/Registrar;
- Ensures that all files are properly logged in and out of the Filing Unit;
- Scans Judgements for Court of Appeal Hearings.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Understanding of Information Technology tools and techniques
- Proficiency in utilizing existing and/or new technologies
- Good oral and written communication skills
- Good time management skills
- Good organizing, problem-solving and planning skills
- Good interpersonal relationship building and customer relations skills
- Ability to work in a team
- Adaptability
- Ability to prioritize effectively
- Ability to use initiative
- Integrity and confidentiality
- Excellent Supervisory Management skills

Minimum Required Qualification and Experience

- Degree in Computer Studies or equivalent qualification from an accredited Institution with one (1) year's experience in a related field;

OR

- Diploma in Computer Studies with (3) years related experience.

2. Data Entry and Scanning Clerk (MIS/IT 2)

Job Purpose

The incumbent ensures that all documents are scanned and entered on the Court's Information Management System as required. He/she interacts with the Registry staff to provide and solicit information as needed.

Key Responsibilities

- Vets all documents prior to scanning;
- Scans all documents that are filed daily to the Court's Information Management System;
- Scans all documents on files returning from Court;
- Enters all scanned documents on the Court's Information Management System;
- Stamps all documents with the "scanned and entered" seal;
- Links documents to the correct party/Attorney on the Court Information Management System;
- Updates Minute Sheets wth all the relevant information and details;
- Prints Minute Sheets with Hearing dates for the appropriate folders;
- Enters data from the documents onto the Court's Information Management System.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Understanding of Information Technology tools and techniques
- Proficiency in utilizing existing and/or new technologies
- Good oral and written communication skills
- Good time management skills
- Good organizing, planning and problem-solving skills
- Good interpersonal relationship building and customer relations skills
- Ability to work in a team.
- Adaptability
- Ability to prioritize effectively
- Ability to use Initiative
- Integrity and confidentiality

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with one (1) year's related experience in a related field;

OR

- Four (4) CXC/GCE 'O' Level Subjects, including English Language, Information Technology, Mathematics or Accounts, with (3) years related experience.

Applications accompanied by Résumés should be submitted **no later than Friday, 12th February, 2021 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court
King Street
Kingston

Email: hrd@supremecourt.gov.jm

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.

Merle I. Tam (Mrs.)
for Chief Personnel Officer