



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 111
OSC Ref. C. 4515/S3

25th March, 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 **vacant** post of **Accounting Clerk 2 (FMG/AC2)** in the **Parish Court, Hanover, Court Administration Division (CAD), Supreme Court**, salary range \$754,259 - \$896,577 per annum and any allowance(s) attached to the post.

Job Purpose

Co-ordinates and oversees the day to day operation of collection and securing of all monies that are dealt with in the Court Office.

Key Responsibilities

Technical/Professional:

- Collects and records fines, suitors money, compensation, cash bond for bail, Court cost, miscellaneous revenue and maintenance money on a daily basis;
- Prepares written receipts for money paid for Affiliation;
- Prepares written receipts for Fines collected;
- Processes Fines for Traffic Court on assigned days;
- Posts transaction in the Cash Books;
- Posts all written Affiliation cheques in the Affiliation Cash Book;
- Posts all Suitors transactions in the Suitors Cash Book;
- Prepares Commitments and Affiliation Warrants;
- Assists with the preparation of Lodgements;
- Writes Suitors and Maintenance cheques;
- Answers queries from the general public regarding Court procedures, appearances, and dates, adjournments and outstanding Warrants;
- Performs any other related duties assigned by supervisor.

Required Knowledge, Skills and Competencies

- Good customer service skills
- Good communication (i.e. oral, written and presentations) skills;
- Ability to pay strict attention to detail
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to manage own time effectively
- Ability to analyze and solve problems
- Ability to work in a team;

Minimum Required Qualification and Experience

- Four (4) CXC or GCE 'O' Level passes including a numeric subject and English Language;
- Certificates in Accounting from Post-Secondary institutions and in-service training courses in Government Accounting and Voucher Preparation are assets.

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

Senior Director
Human Resource Management and Administration
Court Administration Division
Supreme Court
The Towers, 8th Floor
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.



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