



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
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25th June, 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 posts in the **Trelawny Family Court, Court Administration Division**:

1. **Senior Secretary 2 (OPS/SS 3) (Vacant)** salary range \$969,060 – \$1,151,908 per annum and any allowance(s) attached to the post.
2. **Accounting Clerk (FMG/AC 2) (Vacant)** salary range \$745,259 – \$896,577 per annum and any allowance(s) attached to the post.

1. Senior Secretary 2 (OPS/SS 3)

Job Purpose

The incumbent provides administrative and secretarial support to the Court.

Key Responsibilities

- Types Legal documents and depositions;
- Types Orders;
- Transcribes notes;
- Proof read letters/correspondence;
- Establishes Filing System;
- Maintains diary;
- Answers general queries;
- Types depositions for Circuit Court, Protection Orders, Appeals, estate letters, Legal Guardianship, Surety Refund and Criminal Records letters;
- Types Orders: Adoption, Declaration of Paternity, Stop orders and Motor Vehicle release;
- Transcribes notes or results of cases in the Circuit Register;
- Submits indexing to be file;
- Proof reads and corrects letters/correspondence for supervisor's review and signature;
- Establishes and maintains a system for the control of correspondence and files;
- Maintains supervisor's diary;
- Responds to routine calls and referring calls to the appropriate officers;
- Assists Telephone Operator;
- Works at Information Desk on assign days;
- Performs any other duties assigned by supervisor.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Customer & quality focus
- Teamwork & Cooperation
- Goal & Results oriented
- Compliance
- Planning & Organizing
- Adaptability
- Interpersonal skills
- Oral Communication
- Written Communication

- Initiative

Technical

- Knowledge of office practices and procedures
- Knowledge of the Judicature (Resident Magistrate's and Family Court) Act

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;

OR

- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;

OR

- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Accounting Clerk (FMG/AC 2)

Job Purpose

Under the supervision of the Accounting Technician, the incumbent is responsible for taking charge of, and keeping an account of all fines payable or paid into the Courts and of all money paid into or out of the Court, records all Accounting transactions in the prescribes books/ledgers.

Key Responsibilities

- Establishes and maintains accurate records for all accounting records of the Court;
- Collects, records and secures monies for Fines, Miscellaneous Revenue, DNA, and Maintenance payment and issues receipts;
- Marks-off Court sheets for fines collected and ensures that all transactions receipt numbers are entered in Court Sheet;
- Prepares Suitors and Maintenance cheques for issuance;
- Checks Court sheets for payments and amount outstanding for commitment to be written;
- Prepares lodgements for dispatch by Armguard personnel;
- Prepares Bank Reconciliation for Suitors and Maintenance accounts on a monthly basis;
- Prepares summaries on a monthly basis for Fines, Miscellaneous Revenue and DNA;
- Maintains Stamp Imprest, Maintenance Imprest, Petty Cash Imprest and updates these books;
- Prepares reimbursement for the Imprest.
- Supervises the work of direct report;
- Provides training and coaching to officer assigned to the Accounting Unit of the Court;
- Provides supervision and guidance to officers assigned to the Accounting Unit of the Court;
- Disburses Pay Slips to Staff;

- Answers queries from the general public regarding Court procedures, Court appearances, Court Dates, Adjournments, outstanding Warrants;
- Performs Accounting duties in the Night Court;
- Performs any other related duties assigned by supervisor.

Required Knowledge, Skills and Competencies

Core

- Integrity
- Customer and quality focus
- Teamwork and co-operation
- Goal and Results oriented
- Compliance
- Planning and organizing
- Adaptability
- Interpersonal skills
- Oral and written communication skills
- Initiative

Technical

- Sound knowledge of the Resident Magistrate's Court Act and other relevant legislation;
- Sound knowledge of Accounting principles, procedures and practices
- Sound knowledge of the FAA Act

Minimum Required Qualification and Experience

- Four (4) GCE O' Level subjects (Grade A-C), CSEC/CXC subjects (General Proficiency Grades I-III), SSC (Ranges 4 or 5), or City and Guilds Level 3 passes, including a numeric subject and English Language.
- Post-Secondary Certificate in Accounting, and In-Service training courses in Government Accounting are assets.

Applications accompanied by résumés should be submitted **no later than Thursday, 8th July, 2021 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
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**