



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 245 **OSC Ref. C. 4515/S3**

20th July, 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 **Bailiff (PTSG/PX 3)**, in the **Portland Parish Court, Court Administration Division**, salary range \$785,411 – \$888,620 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent serves all summonses and orders and executes all warrants precepts and writs issued out of the Court.

Key Responsibilities

Technical/Professional:

- Executes orders for seizure and sale, injunction, claim form/particulars of claims and general orders for the Supreme Court;
- Executes warrant of commitments, levies and recovery of possession from the Parish Court (Civil Division);
- Executes warrant of distringas and capias from the Parish Court (Criminal Division);
- Serves summons and formal orders and other documents emanating from the Parish Court and Supreme Court;
- Supervises and trains Assistant Bailiffs and attends to legal correspondence from relevant Offices;
- Creates and maintains records of all warrants, commitment and recovery of possessions and other documents receive from executions from both the Parish and Supreme Courts;
- Records monthly transactions in the Cash Book, Warrant Book and other relevant books;
- Attends Court and out stations on return days;
- Files matters in the Supreme Court;
- Attends Court in Interpleader Proceeding;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the geographical of the parish
- Excellent time management skills
- Good knowledge of the Resident Magistrate's Court Act and other relevant regulations
- Good knowledge of the organization's policies, procedure and mandate
- Good interpersonal relations skills
- Good oral and written communication skills
- Proficient in the use of relevant Computer Applications
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a team
- Ability to use initiative

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O' Level including English and Mathematic;
- Bailiff training – Justice Training Institute.

Special Condition Associated with the Job

- Extensive traveling

Applications accompanied by résumés should be submitted **no later than Tuesday, 3rd August, 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.

A handwritten signature in black ink, appearing to be 'Merle I. Tam', with a long, sweeping horizontal stroke extending to the right.

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