



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 307 **OSC Ref. C. 4515/S3**

16th September, 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 be assigned to the post of **Accounting Clerk (FMG/AC 2) (vacant)** in the **Parish Court-Portland, Court Administration Division (CAD)** 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 and 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 all 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, Court appearances, Court Dates, Adjournments and Outstanding Warrants;
- Performs any other related duties assigned by supervisor.

Required Knowledge, Skills and Competencies

Core:

- Integrity
- Customer and quality focus
- Teamwork and Co-operation skill
- Goal & results oriented
- Compliance
- Planning & Organizing
- Adaptability
- Interpersonal skills
- Oral and written communication skills
- Initiative

Technical:

- Sound knowledge of the Judicature 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) 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.
- At least 1 year working experience in a related environment.

Applications accompanied by résumés should be submitted **no later than Wednesday, 29th September, 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.



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