



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 356**  
**OSC Ref. C. 4515/S3**

**20<sup>th</sup> October, 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 post of **Data Conversion Clerk (MIS/IT 2) (Vacant)** in the **Court Administration Division (CAD), St James**, salary range \$931,156 - \$1,106,851 per annum and any allowance(s) attached to the post.

**Job Purpose**

The incumbent will be responsible for capturing data electronically on the progression of cases from initiation/entry to disposition. This will be done using the Case Information Statistical System (CISS) for the various business lines in the Courts.

**Key Responsibilities**

- Enters data on Tax cases at the point of entry into CISS;
- Updates the Data System on a daily basis using the Court Sheet, Court Files and other records of the Court;
- Ensures that the CISS is up-to-date with all case events as close as possible to real-time;
- Produces micro-statistical reports for internal stakeholders;
- Facilitates Electronic Data searches;
- Provides timely and accurate data to support Case Flow Management;
- Ensures that all Electronic Data are consistent, stored and submitted for processing on a monthly basis;
- Assists with the production of Court List;
- Performs any other related duties assigned by Supervisor.

**Required Knowledge, Skills and Competencies**

**Technical**

- Proficient in the use of relevant Computer Applications;
- Excellent time management skills
- Knowledge of and ability to use Court/legal jargons;
- Excellent Data Entry skills
- Great attention to detail

**Core**

- Excellent oral and written communication skills
- Good interpersonal relations and customer service skills
- Ability to use initiative
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a teams
- Good planning and organization skills
- Problem solving and decision making skills

**Minimum Required Qualification and Experience**

- Four (4) CSEC/CXC subjects (General Proficiency Grades I-III) including English and Mathematics/Accounts
- Proficiency in the use of Microsoft Excel is an asset

**Special Conditions on the Job**

- Sitting constantly
- Repetitive motions

- Work with large volume of data
- Normal working environment

Applications accompanied by résumés should be submitted **no later than Tuesday, 2<sup>nd</sup> November, 2021 to:**

Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers  
25 Dominica Drive  
Kingston 5.

Email: [kadine.lobban@cad.gov.im](mailto:kadine.lobban@cad.gov.im)

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