



Office of the Services Commissions

(Central Government)

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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/be assigned to the following posts in the **Court Administration Division, Supreme Court**:

1. **Deputy Registrar (JLG/LO 3) (Vacant)** in the Commercial Division, salary range \$2,739,230 - \$3,256,084 per annum and any allowance(s) attached to the post.
2. **Case Progression Officer (GMG/AM 4) (Vacant)** salary range \$1,410,802 - \$1,677,000 per annum and any allowance(s) attached to the post.
3. **Senior Secretary (OPS/SS 3) (Vacant)** salary range \$969,060 - \$1,151,908 per annum and any allowance(s) attached to the post.
4. **Records Officers 2 (PIDG/RIM 3) (Vacant)** salary range \$897,182 - \$1,066,467 per annum and any allowance(s) attached to the post.

1. Deputy Registrar (JLG/LO 3)

Job Purpose

The incumbent under the general direction of the Registrar will assist with the operations and management of the Commercial Division. The incumbent is responsible for the execution of the Administration of Justice in direct relation to the Commercial Division, ensuring that there is compliance with the regulations and guidelines as stipulated by the relevant Acts and Policies while seeking to enhance the level of service delivery to all clients.

Key Responsibilities

- Vets and approves claims for acceptance in the Division;
- Links documents to the correct party/attorney on the system;
- Prepares attested and certified copies of orders;
- Reviews process flows and Registry procedures as necessary and implement measures to enhance efficiency;
- Monitors the matters on the Commercial List in the Court Information Management System Calendar view;
- Enters Default Judgements and Judgements on admission;
- Places the details of hearings on the Master Commercial List;
- Monitors the progress of Commercial, Insolvency and Admiralty cases;
- Responds to correspondences from attorneys, litigants, Ministries and other Government entities;
- Deals with queries in relation to procedural issues and questions of Law;
- Oversees the general operations of the Registry;
- Prepares addendum to the weekly Commercial Court List in circumstances where the Court List is already published and a new matter has arisen and/or matter was left off the Court List;
- Ensures the digital compilation and dispatch of the Court Records for Commercial, Civil, Insolvency and Admiralty cases that are on appeal in the Court of Appeal;
- Facilitates the hearing of emergency matters in consultation with the Registrar;
- Witnesses the signing of affidavits for other Divisions;
- Reviews final Court List prior to dissemination to Judges, staff and other relevant personnel;
- Deals with quires in relation to procedural issues and questions of law;
- Assists Attorneys, clients and visitors in relation to their queries;
- Establishes and implements effective customer service procedures;
- Supervises the Registry staff to ensure the effectiveness of the Division;
- Attends meetings as required or as stipulated by the Registrar Ensures perfected judgments are duly recorded in the Judgment Binder;
- Supervises the production of weekly Court List for Division;

- Approves filing of New Claims in the Commercial Division;
- Addresses correspondence received in relation to commercial, admiralty, insolvency matters and provides the necessary follow-up;
- Liaises with, and provides guidance to legal practitioners, paralegals and members of the public on various matters relating to civil procedures in the Supreme Court;
- Provides up-dates on the status of files to Attorneys-at-law and members of the public where necessary;
- Attends to general queries from members of the public as necessary;
- Substitutes for the Registrars in the performance of certain duties in their absence or at their request;
- Recommends appointments for direct reports;
- Ensures that staff is aware of and adheres to the Organization's policies, regulations and guidelines;
- Recommends application for all types of leave for direct reports;
- Ensures that Divisional and Individual Work Plans are developed, targets set and performances monitored in relation to direct reports;
- Manages the welfare and development of staff through the preparation of Performance Appraisals and making recommendations for training and development programmes;
- Provides guidance to staff through coaching, mentoring and other appropriate forms of intervention;
- Recommends disciplinary actions where necessary.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the Judicature Supreme Court Act and other relevant legislation;
- Excellent knowledge of the Supreme Court Civil Procedure Rules
- Excellent knowledge of the Insolvency Act
- Excellent Knowledge of the organization's policies, procedure and mandate;
- Good communication skills (i.e. oral, written and presentation skills;)
- Good interpersonal skills
- Strong Leadership and Team Management 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 Education and Experience

- Bachelor of Laws Degree
- Certificate of Legal Education (CLE)
- At least 4 years working experience in a related environment at a senior level

2. Case Progression Officer (GMG/AM 4)

Job Purpose

To proactively drive forward the effective and efficient progress of cases to a successful conclusion. To reduce adjournments, unnecessary witness attendance at Court, and the number of ineffective trials, ensuring all cases are ready to proceed at the earliest Court hearing date.

Key Responsibilities

- Liaises with key stakeholders in the Justice System ensuring readiness of all stakeholders for the cases to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness are confirmed to attend Court;
- Liaises with Counsel, Witness, Police, Defence and Court Staff attending case conferences;
- Manages incoming communications and facilitates timely responses, ensures that the actions required are completed expeditiously;
- Arranges Pre-trial hearings;
- Presents unresolved matters at the Plea and Case Management Hearings for resolution;
- Provides updates to the Court on any matters which may affect the Case Progression;
- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Tracks cases to ensure that documents are prepared and served within agreed time frame;

- Implements, reviews and maintains systems to enable prioritization of cases, ensuring proactive and effective case progression;
- Ensures all trial files are reviewed in advance of the trial dates to ensure trial readiness, checks are completed and communicated to the Courts;
- Ensures all special category cases are flagged, captured and tracked for progress;
- Reviews and updates case progression processes where necessary;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Knowledge of Court/Judicial procedures
- Knowledge of the Judicature Supreme Court Act and other relevant legislation;
- Excellent oral and written communication skills
- Good research skills
- Good organizational and time management skills
- Excellent interpersonal relations skills;
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work with all kinds of clients
- Ability to pay attention to details
- Ability to work under pressure and meet deadlines
- Proficient in the use of relevant Computer Applications;
- Ability to use initiative.

Minimum Required Education and Experience

- First degree Humanities and Education or Social Science
- Training in paralegal studies (an asset)
- Minimum of three (3) years' experience in legal environment, one (1) of these should be in a supervisory position in an organisation of similar size and complexity.

3. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction of the Deputy Registrar, the incumbent provides Secretarial and Administrative services to ensure the effective and efficient operations of the Matrimonial Division

Key Responsibilities

- Prepares and edits correspondences, communications, presentations and other documents;
- Types memoranda, letters and reports;
- Types list which reflects the schedule of all matters allocated for hearing by the Judges assigned to the Division;
- Logs all filed documents in respective books;
- Maintains and updates appropriate Records Management Databases
- Files and retrieves documents and reference materials;
- Manages and maintains Supervisor' schedules, appointments and travel arrangements;
- Monitors, screens, responds to and distributes incoming communications;
- Answers and manages incoming calls;
- Maintains an effect and efficient Filing System;
- Prepares weekly Court List;
- Attends monthly statistics meeting;
- Records and reproduces accurate Minutes;
- Generates requisitions for stationary and supplies;
- Sends and receives facsimile transmission on supervisor's instructions;
- Maintains a message log for the Supervisor and other members of the Division;
- Prepares reports on behalf of the Deputy Registrar.

Required Knowledge, Skills and Competencies

Technical

- Excellent knowledge of office administration and procedures
- Excellent time management and organizational skills
- Excellent customer service and interpersonal skills.
- Ability to work on own initiative

- Ability to multitask

Core

- Highly confidential
- Shorthand/speed writing skills
- Tact and diplomacy
- Excellent oral and written communication skills.
- Proficiency in computer applications.

Minimum Required Education and Experience

- CXC or GCE 'O' Level English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND), 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 (4) to five (5) years' general office experience.

OR

- Graduation 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 (4) to five (5) years' general office experience.

OR

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

4. Records Officers 2 (PIDG/RIM 3)

Job Purpose

The incumbent under the general supervision of the Deputy Registrar provides support to the Division by maintaining and updating official records, facilitates retrieval, access and support management audits and inventory exercises. Seeking to enhance the currency of information while ensuring accuracy, security and availability of files and records.

Key Responsibilities

Technical and Professional:

- Ensures priority documents are brought to the attention of the appropriate personnel;
- Ensures documents are placed on files and received by the appropriate personnel;
- Changes case files location on the Court Information Management System;
- Ensures files are up to date including files for Court;
- Ensures documents filed for hearings are available to the Court;
- Tracks and records the movement of files;
- Ensures files are appropriately arranged in the Filing Room or cabinets;
- Monitors the quantity of file jackets so that the Court is always in stock;
- Checks documents for compliance with requisition;
- Receives, sorts and records documents;
- Receives files returning from Court, updates Log Sheets and case file location;
- Creates case files for all new documents received by the Registry by recording on the file the name of the client and the respondent with the claim number assigned to the case;
- Ensures that documents are accurately filed;
- Encloses files received in the Records Management Unit;
- Retrieves files for distribution and records in the relevant format;
- Updates physical and computer database for the Records Management Programme and ensure physical files accurately reflect computer records;
- Recommends Record Management enhancements, records security and disaster recovery procedures;
- Identifies records to be transferred from active to inactive status and/or destroyed according to established the relevant Acts and Regulations control schedules;
- Provides information for reports as necessary;
- Facilitates requests for making photocopies and printing of documents;
- Conducts scheduled audits of file in the Commercial Registry;

- Conducts File Inventory exercises;
- Supervises and co-ordinates the work of direct report;
- Oversees the operation and maintenance of Records and Information Systems including the creation, receipt, storage, retrieval and disposition;
- Monitors and evaluates the performance of direct report;
- Prepares Performance Appraisals and recommends strategies for personal development;
- Provides leadership and guidance to direct report through effective planning, delegation, communication, mentorship and coaching;
- Establishes and maintains a culture of teamwork, and employee empowerment.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Understanding of information technology tools and techniques.
- Proficiency in utilizing existing and/or new technologies.
- Good oral & written communication skills
- Good time management skills
- Good organizational and planning skills
- Good customer relations skills
- Good interpersonal relationship building skills
- Ability to work in a team.
- Adaptability
- Ability to prioritize and problem-solving effectively
- Ability to use Initiative
- Integrity and confidentiality

Minimum Required Education and Experience

- Diploma in Records & Information Management; **Or**
- 4 CXC/GCE subjects; including English Language, Mathematics or Accounts
- Certificate in Supervisory Management (An Asset)

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th October, 2021 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers
25 Dominica Drive
Kingston 5
 Email: hrd@supremecourt.gov.jm

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