



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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15th November, 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/be assigned to the following posts in the **Manchester Family Court, Court Administration Division**:

1. **Accounting Clerk 2 (FMG/AC 2) - (Vacant)**, salary range \$784,430 - \$932,440 per annum and any allowance(s) attached to the post.
2. **Secretary 2 (OPS/SS 2) – (Vacant)**, salary range \$781,231 - \$928,638 per annum and any allowance(s) attached to the post.
3. **Bailiff (PTSG/PX 3) - (Vacant)**, salary range \$816,827 - \$924,165 per annum and any allowance(s) attached to the post.

1. **Accounting Clerk 2 (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 and recording 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;
- Mark-offs 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 Imprests;
- 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 and outstanding Warrants;
- Performs duties 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
- Good 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 (Grades 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 course in Government Accounting are assets.

2. Secretary 2 (OPS/SS 2)

Job Purpose

The incumbent provides administrative and secretarial support to the Court.

Key Responsibilities

- Types all Preliminary matters, Appeal Cases, Expungement, DNA and Business done
- Reports and Small Claims Reports;
- Assists in putting together Committal Bundles;
- Prepares attached-letters for Stop Orders;
- Process letters for mailing internally and externally;
- Takes and reproduces Minutes of meetings;
- Provides information to the general public, attorneys and other users of the Court;
- Establishes and maintains a system for the control of correspondence and files;
- Maintains Supervisors Diary;
- Responds to routine calls, referring calls to the appropriate officers;
- Assists in retrieving information from Courts Files or documents;
- Assists with typing of Court Sheets;
- Assists with the preparation of Letters of Administration for Probate Matters;
- Perform any other duties assigned by supervisor.

Required Knowledge, Skills and Competencies

Core

- Ability to work in teams
- Keen eye for details
- Time management skills
- Organizational and planning skills

- Ability to use Initiative
- Ability to exercise a high level of Integrity and confidentiality

Technical

- Proficient in the use of relevant Computer Applications;
- Knowledge of office practices and procedures
- Knowledge of the Judicature (Resident Magistrate's and Family Court) Act
- Excellent oral and written communication skills
- Excellent customer relations and interpersonal relationship building skills

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field.
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

3. Bailiff (PTSG/PX 3)

Job Purpose

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

Key Responsibilities

- 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 Resident Magistrate's Court (Civil Division);
- Executes Warrant of Distingas and Capias from the Resident Magistrate's Court (Criminal Division);
- Serves summons and formal orders and other documents emanating from the Resident Magistrate's 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 Resident Magistrate's and Supreme Court;
- 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 assigned.

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

- 4 C.X.C/GCE O' Level including English and Mathematics
- Bailiff Training – Justice Training Institute

Applications accompanied by résumés should be submitted **no later than Friday, 26th 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.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**