



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 90 **OSC Ref. C.4515/S3²**

4th March, 2022

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 **Assistant Clerk (PLG/LS 4)**, in the **Hanover– Parish Court** of the **Court Administration Division**, salary range \$938,118 - \$1,115,128 per annum and any allowance(s) attached to the post.

Job Purpose

Under the supervision of the Court Administrator, the incumbent manages the Criminal Desk by recording Criminal Matter for submission in the relevant Court.

Key Responsibilities

Technical/Professional

- Attends Petty Session in the absence of the Deputy or Clerk of Court;
- Receives and checks Coroners File;
- Records information and files in Index Book;
- Records information in Court Sheet;
- Prepares Subpoena for witness;
- Prepares documents on the results of a Coroner's Inquest;
- Prepares Jurors claim forms for submission;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

Technical

- Sound Knowledge of the Resident Magistrate's Court Act and other relevant legislation
- Sound Knowledge of Jamaica laws
- Sound Knowledge of Government Records Management procedures and practices
- Proficient in the use of relevant Computer Applications
- Good knowledge of the organization's policies, procedure and mandate

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

Minimum Required Qualification and Experience

- 4 C.X.C/GCE O' Level including English and Mathematics
- 2 years working experience in a related environment

Applications accompanied by résumés should be submitted **no later than Thursday, 17th March, 2022 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
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