



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 121
OSC Ref. C. 4515/S3²

25th 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 Secretary 2 (OPS/SS 2) in the Trelawny Parish Court, Court Administration Division**, salary range \$781,231– 928,638 per annum and any allowance(s) attached to the post.

Job Purpose

The incumbent is responsible for providing administrative and secretarial support to the Court.

Key Responsibilities

- Process the Vendors' Bailiff Licence;
- Types all Preliminary matters, Appeal Cases, Expungement, DNA, 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 Supervisor's Diary;
- Responds to routine calls, referring calls to the appropriate officers;
- Assists in retrieving information from Court files or documents;
- Assists with typing of Court Sheets;
- Assists with the preparation of Letters of Administration for Probate Matters;
- Performs any other duties assigned by supervisor.

Required Knowledge, Skills and Competencies

Core:

- Excellent customer relations and interpersonal relationship building skills
- Good oral and written communication and presentation skills
- Ability to pay strict attention to detail
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to manage own time effectively
- Ability to analyze and solve problems
- Ability to work in a team

Technical:

- Knowledge of the Judicature (Resident Magistrate's and Family Court) Act and other relevant legislation;
- Knowledge of office practices and procedures;
- Proficient in the use of relevant Computer Applications (Microsoft – Excel);

Minimum Required Education 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.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th April, 2022 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**