



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 120 **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 following **vacant** posts in the **Court Administration Division**:

1. **Senior Court Administrator (GMG/CAS 2), St. Ann Family Court**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Court Administrator (GMG/CAS 1), Kingston & St. Andrew Parish Court (Criminal Division), Browns' Town Parish Court, Traffic Court**, salary range \$1,407,728 – \$1,673,347 per annum and any allowance(s) attached to the post.

1. Senior Court Administrator (GMG/CAS 2)

Job Summary

Under the direction of the Senior Parish Court Judge, the incumbent is responsible for the general management of the Court and exercise this responsibility by overseeing and controlling all non-legal operations of the Parish Court, whilst maintaining a positive relationship with the users of the Court.

Key Responsibilities

- Develops and leads the implementation of the Operational Plan for the Court in consultation with the Senior Parish Court Judge;
- Leads the development of the estimates of expenditure for the Court in consultation with the Senior Parish Court Judge and other relevant officers;
- Leads the planning and implementation of new Management and Operational Initiatives developed for use in the Court;
- Directs and co-ordinates the Financial and Budget Activities of the Court for maximum operational efficiency;
- Manages Imprest in respect to Petty Cash, Stamp Imprest and maintenance allocated to the Courts;
- Supervises the preparation of all cash transactions conducted by the Courts and ensure that they are accurately entered in the Ledgers, Cash Books and Value Books;
- Supervises preparation and completion of Commitment Registers to ensure the accuracy of records of the commitments;
- Ensures the proper security and controls of all collections, disbursements and lodgements of all monies paid to the Courts;
- Establishes systems to identify and prevents a recurrence of breaches identified from Audit queries in consultation with the Senior Parish Court Judge;
- Prepares response to Audit queries;
- Oversees the preparation, security and controls all personnel and leave records of all legal and non-legal staff attached to the Court in that Parish;
- Liaises with the Senior Parish Court Judge, Parish Court Judge, Clerks of Court and Deputy Clerk of Courts to create Staff Schedule for Court assignments;
- Ensures that all outstation is prepared for Court and adequately staff on the assigned dates;
- Oversees the maintenance of the Courts, offices and grounds; ensuring that the aesthetics of these areas are maintained;
- Reviews and certifies invoices/quotations for maintenance work for compliance with Government Procurement guidelines;
- Ensures that regular security inspections of facilities are conducted;
- Ensures that the Court have adequate stationery, Court Forms, Court Dairies, Court Sheets and working equipment at all times;
- Establishes and maintains a proper inventory records of all furniture and equipment and all other items which are the property of the Court;

- Maintains a schedule for retention and disposal of all records of the Court by identifying records that should be destroyed or preserved in accordance with the retention period prescribed by law on the advice that the Senior Parish Court Judge/Parish Court Judge and Clerk of Courts;
- Institutes and maintains a proper system of cataloguing files and records for the Court in order to ensure security and ready access to information contained in those documents;
- Investigates and resolves customers'/stakeholders' compliant/problems or refers to Clerks of Courts where problem is legal in nature;
- Provides general information to the public and ensures that requests and complaints are dealt with;
- Maintains and updates Court Statistics in respect of filing and disposition of cases, Court Calendars and Court Records;
- Prepares certificate for all appeals filed and forward to the Court of Appeal for Registration in a timely manner;
- Consults with the Senior Parish Court Judge/Parish Court Judge and Clerk of Courts for an annual Court fixture and submits to the Judicial Secretary and Chief Court Administrator for publication in the Jamaica Gazette;
- Prepares Quarterly Reports of all Business done in the Courts for submission to CAD, Judicial Secretary and MOJ.

Human Resource Management:

- Monitors and evaluates the performance of non-legal staff;
- Conducts Performance Appraisals and recommends, and/or initiates corrective actions where necessary to improve performance, and/or attaining established personnel and/or organizational goals;
- Participates in the recruitment of staff for the Court in collaboration with Court Administration Division and the Senior Parish Court Judge/Parish Court Judge;
- Develops and implements a Succession Planning Programme for the Court to facilitate continuity and the availability of required skills and competencies to meet the needs of the Court in collaboration with the Senior Parish Court Judge/Parish Court Judge and Human Resource Division;
- Provides leadership and guidance to non-judicial staff through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Court Office are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Parish Court and Judiciary goal;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Court's planning and Policy Development functions;
- Performs any other related duties as assigned by the Senior Parish Court Judge.

Required Knowledge, Skills and Competencies

Core

- Working knowledge of the relevant computer applications
- Excellent planning, organizing and time management skills
- Excellent oral and written communication skills
- Excellent interpersonal and customer service skills
- Strong analytical and problem solving skills
- Strong leadership and team management skills
- Strong conflict management skills
- Ability to manage own time and use initiative
- Ability to persuade and influence others
- Ability to multi-task and prioritise workload

Technical

- Excellent knowledge of Government's Human Resource policies and procedures
- Excellent knowledge of Government's records management practices
- Good knowledge of Government Procurement guidelines
- Good knowledge of the Child Care and Protection Act
- Sound understanding of Budgets and Financial controls

Minimum Required Qualification and Experience

- First Degree in Management Studies/Public Administration/Human Resource Management or Social Work from an accredited Institution.
- Diploma in Paralegal Studies would be an asset.
- At least five (5) years work experience at the management level;

2. Court Administrator (GMG/CAS 1)

Job Purpose

Under the direction of the Senior Parish Court Judge, the incumbent is responsible for the general management of the Court and exercise this responsibility by overseeing and controlling all non-legal operations of the Parish Court, whilst maintaining a positive relationship with the users of the Court.

Key Responsibilities

- Develops and leads the implementation of the Operational Plan for the Court in consultation with the Senior Parish Court Judge;
- Leads the development of the estimates of expenditure for the Court in consultation with the Senior Parish Court Judge and other relevant officers;
- Leads the planning and implementation of new Management and Operational Initiatives developed for use in the Court;
- Directs and co-ordinates the Financial and Budget Activities of the Court for maximum operational efficiency;
- Manages imprest in respect to Petty Cash, Stamp Imprest and maintenance allocated to the Courts;
- Supervises the preparation of all cash transactions conducted by the Courts and ensure that they are accurately entered in the Ledgers, Cash Books and Value Books;
- Supervises preparation and completion of Commitment Registers to ensure the accuracy of records of the commitments;
- Ensures the proper security and controls of all collections, disbursements and lodgements of all monies paid to the Courts;
- Establishes systems to identify and prevent a recurrence of breaches identified from Audit queries in consultation with the Senior Parish Court Judge;
- Prepares response to Audit queries;
- Oversees the preparation, security and controls all personnel and leave records of all legal and non-legal staff attached to the Court in that Parish;
- Liaises with the Senior Parish Court Judge, Parish Court Judge, Clerks of Court and Deputy Clerk of Courts to create staff schedule for Court Assignments;
- Ensures that all outstation is prepared for Court and adequately staff on the assigned dates;
- Oversees the maintenance of the Courts, offices and grounds; ensuring that the aesthetics of these areas are maintained;
- Reviews and certifies invoices/quotations for maintenance work for compliance with Government Procurement guidelines;
- Ensures that regular security inspections of facilities are conducted;
- Ensures that the Court have adequate stationery, Court Forms, Court Dairies, Court Sheets and working equipment at all times;
- Establishes and maintains a proper Inventory Records of all furniture and equipment and all other items which are the property of the Court;
- Maintains a schedule for retention and disposal of all records of the Court by identifying records that should be destroyed or preserved in accordance with the retention period prescribed by law on the advise that the Senior Parish Court Judge/Parish Court Judge and Clerk of Courts;
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- Investigates and resolves customers'/stakeholders' compliant/problems or refer to Clerks of Courts where problem is legal in nature;
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Human Resource Management:

- Monitors and evaluates the performance of non-legal staff;
- Conduct performance appraisals and recommends, and/or initiates corrective actions where necessary to improve performance, and/or attaining established personnel and/or organizational goals;
- Participates in the recruitment of staff for the Court in collaboration with Court Administration Division and the Senior Parish Court Judge/Parish Court Judge;
- Develops and implements a Succession Planning Programme for the Court to facilitate continuity and the availability of required skills and competencies to meet the needs of the Court in collaboration with the Senior Parish Court Judge/Parish Court Judge and Human Resource Division,
- Provides leadership and guidance to non-judicial staff through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Court Office are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Parish Court and Judiciary goal;
- Keeps abreast of trends and changes in planning and policy development and makes recommendations for their adoption where necessary to enhance the Court's planning and Policy Development functions;
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- Strong conflict management skills
- Ability to manage own time and use initiative;
- Ability to persuade and influence others
- Ability to multi-task and prioritise workload

Technical

- Excellent knowledge of Government's Human Resource policies and procedures
- Excellent knowledge of Government's Records Management practices
- Good knowledge of Government Procurement guidelines
- Good knowledge of the Judicature (Parish Court) Act
- Sound understanding of Budgets and Financial Controls

Minimum Required Qualification and Experience

- First Degree in Management Studies/Public Administration/Human Resource Management or Social Work from an accredited Institution with at least five (5) years work experience at the management level;
- Supervisory Management Training would be an asset.

Special Condition Associated with the Job

- Travel extensively to outstations;
- Will be required to work beyond normal working hours.

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, 8th Floor
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**