



## 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](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 171**  
**OSC Ref. C.4515/S3<sup>2</sup>**

**27<sup>th</sup> April, 2022**

### **RE-ADVERTISEMENT**

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 **Deputy Registrar (JLG/LO 3)** in the **Court Administration Division (CAD), Supreme Court**, salary range \$2,848,799 - \$3,386,327 per annum and any allowance(s) attached to the post.

#### **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

Applications accompanied by résumés should be submitted **no later than Tuesday, 10<sup>th</sup> May, 2022 to:**

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
The Towers, 8<sup>th</sup> 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**