



## 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. 23** **OSC Ref. C.4515/S3<sup>2</sup>**

13<sup>th</sup> January, 2023

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to fill the following posts in the **Court Administration Division**:

1. **Store Clerk (PIDG/RIM 1) (Not Vacant) - Human Resource Management and Administration**, salary range \$1,124,500 - \$1,512,328 per annum.
1. **Secretary 2 (OPS/SS 2) (Not Vacant) - Parish Court, St. Catherine**, salary range \$1,124,500 - \$1,512,328 per annum.
2. **Judge's Orderly (LMO/TS 2) (Vacant) - (2 posts) - Traffic Court**, salary range \$14,567 - \$19,591 per week.

#### 1. **Store Clerk (PIDG/RIM 1)**

##### **Job Purpose**

Under the directions of the Office Manager the incumbent provides clerical support to Procurement and Office Services Unit.

##### **Key Responsibilities**

- Updates and Records the distribution of office supplies, furniture and equipment in established data base;
- Distributes requested office supplies to Divisions within the Court Administration Division;
- Verifies deliveries of furniture, equipment and supplies to the Court Administration Division;
- Ensures that adequate supplies are available at all times by advising the Director when the goods in stores are at a low level;
- Assists with the preparation of Procurement Sheet for meeting;
- Assists in the preparation and submission of invoices for payments;
- Performs any other related duties that may be assigned from time to time.

##### **Required Knowledge, Skills and Competencies**

- Working knowledge of Inventory and Procurement policy guidelines
- Working knowledge of the relevant computer software applications
- Good interpersonal relations and customer service skills
- Good oral and written communication skills
- Ability to work in teams
- Keen eye for details

##### **Minimum Required Qualification and Experience**

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level Subjects including English Language and a Numeric Subject plus on-the-job training in Records and Information Management.

##### **Special Conditions Associated with the Job**

- Adverse working conditions, including dust.

#### 2. **Secretary 2 (OPS/SS 2)**

##### **Job Purpose**

Under the supervision of the Court Administrator, the Secretary 2 (OPS/SS 2) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Court.

## **Key Responsibilities**

### ***Technical/Professional:***

- Processes the Vendors' Bailiff Licence;
- Types all preliminary matters, Appeal Case, 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 Courts Files or documents;
- Assists with typing of Court Sheets;
- Assists with the preparation of Letters of Administration for Probate Matters;
- Performs any other related duties that may be assigned from time to time by supervisor.

## **Required Knowledge, Skills and Competencies**

### ***Core:***

- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

### ***Technical:***

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications

## **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. Judge's Orderly (LMO/TS 2)**

### **Job Purpose**

The incumbent provides support to the Senior/Parish Judge in the performance of their official duties.

## **Key Responsibilities**

- Escorts the Senior/Parish Judge to and from Court;
- Runs errands for the Senior/Parish Judge;
- Makes photocopies of documents needed in Court;
- Retrieves legal material from library;
- Carries the Senior/Parish Judge, notes and briefcase to and from Chambers;
- Assists with the robing of the Senior/Parish Judge;
- Performs any other related duties that may be assigned from time to time.

## **Required Knowledge, Skills and Competencies**

- Knowledge of office practices and procedures
- Good oral and written communication skills

- Excellent customer relations and interpersonal relationship building skills
- Ability to work in teams
- Time management skills
- Ability to use initiative
- Ability to exercise a high level of Integrity and confidentiality

**Minimum Required Qualification and Experience**

- Secondary school leaving certificate.

Applications accompanied by résumés should be submitted **no later than Thursday, 26<sup>th</sup> January, 2023 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