



**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. 216**  
**OSC Ref. C.4515**

**11<sup>th</sup> May, 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 fill the following **vacant** posts in the **Court of Appeal**:

1. **Senior Judicial Clerk (JLG/LO 4) – (2 posts)**, salary range \$6,820,273 – \$9,172,509 per annum.
2. **Audio Visual Technician (MCG/AVT 3)**, salary range \$3,094,839 – \$4,162,214 per annum.

**1. Senior Judicial Clerk (JLG/LO 4)**

**Job Purpose**

Under the general supervision of the Registrar, the incumbent assists the President and all the Judges of Appeal by researching the law and other relevant legal treatise for the preparation of legal opinions, materials for publication and speeches.

**Key Responsibilities**

- Creates and maintains subject indices for written and oral judgments;
- Proofreads written and oral judgments;
- Attends Court sittings;
- Gathers and analyzes research data, such as statutes, decisions, legal articles, codes and other documents;
- Writes legal opinions;
- Assists with record keeping for all judgments;
- Assists Judges in creating and maintaining judgment files (index);
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Knowledge of the laws, rules and regulations of the Courts of Jamaica and other jurisdictions
- Excellent editing skills
- Excellent oral and written communication skills
- Excellent time management skills
- Ability to analyse and interpret legal documents
- Sound research and analytic skills
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- Bachelor of Law (LLB) Degree;
- Certificate in Legal Education;
- Five (5) years' experience in a government entity or private practice;
- A Degree in English Language or Literature and specialized training in writing legal documents would be an asset.

**Special Condition Associated with the Job**

- May be required to work outside of the normal office hours.

## **2. Audio Visual Technician (MCG/AVT 3)**

### **Job Purpose**

Under the general supervision of the Registrar, the Audio-Visual Officer (MCG/AVT 3) is responsible for providing high-level audio-visual support and advice to the Courtroom staff. The Audio-Visual Officer is required to set up, operate, maintain and conduct basic repairs to sound and video equipment for use in court proceedings, meetings, events and live streams.

### **Key Responsibilities**

#### ***Technical:***

- Respond to requests from the Infrastructure Manager, Court Administration Division
- Maintains the Court's Audio-Visual equipment by:
  - ✓ Researching and providing advice concerning the maintenance and replacement of equipment as well as specifications of same to be ordered
  - ✓ Cleaning and maintaining equipment; reporting damage to the Infrastructure Manager
  - ✓ Diagnosing and resolving issues related to audio-visual media systems
  - ✓ Documenting the repair and maintenance of audio-visual media systems
  - ✓ Maintaining audio-visual equipment inventory
- Co-ordinates the processing of audio-visual recordings by:
  - ✓ Setting up and supporting audio/video conferencing. Ensuring all related sites are connected on time and providing assistance to facilitate the transmission of good audio/video
  - ✓ Troubleshooting all audio/video conferencing issues. Investigating faults and recommending actions to remedy them
  - ✓ Operating audio/video recording software responsible for capturing court proceedings in digital formats
  - ✓ Ensuring the audio-visual environments in courtrooms are clean, presentable and free of any occupational hazards
  - ✓ Maintaining a library of recorded files that can be accessed on demand from a database
- Co-ordinates the processing of audio-visual queries by:
  - ✓ Consulting with clients to determine their needs
  - ✓ Maintaining contact with external stakeholders to satisfy information needs of clients
  - ✓ Preparing draft transcribed documents using an automatic speech recognition/speech-to-text application
- Co-ordinates the installation of equipment (public address systems, recording mechanisms, video recorders, etc.) used for Court Hearings and presentations;
- Sets up computer and audio-visual equipment locally and remotely as needed;
- Documents audio-visual equipment/parts replacement;
- Keeps abreast of trends and issues pertinent to role and function.

#### ***Administrative:***

- Submits Progress Reports on work-related activities and other assigned projects;
- Liaises with the Head of Department in the identification of training opportunities;
- Conducts on-the-job training for technical staff.

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

- Excellent oral and written communication skills
- Excellent time management skills
- High level integrity and confidentiality
- Sound planning, organizing, problem-solving and decision-making skills
- Proficiency in the use of relevant computer applications

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

- Associate Degree in Information and Communications Technology (ICT) with three (3) years' experience working in an Audio-Visual/ICT Environment Providing Technical Support.
- OR**
- Five (5) CSEC subjects inclusive of English, Mathematics, and Information Technology and five (5) years' experience working in an Audio Visual/ICT Environment Providing Technical Support.

**Special Condition Associated with the Job**

- May be required to work outside of normal working hours, including weekends.

Applications accompanied by Résumés should be submitted **no later than Thursday, 25<sup>th</sup> May, 2023 to:**

Director  
Human Resource and Administration  
Court of Appeal  
Public Building West  
King Street  
Kingston

Email: [careers@courtofappeal.gov.jm](mailto:careers@courtofappeal.gov.jm)

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