



Office of the Services Commissions

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CIRCULAR No. 286 **OSC Ref. C.4515**

3rd July, 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 **Supreme Court's Office**:

1. **Deputy Registrar (JLG/LO 4) - Commercial Division**, salary range \$6,820,273 – \$9,172,509 per annum.
2. **Case Progression Officer (GMG/AM 4) - Probate Division**, salary range \$2,478,125 – \$3,332,803 per annum.
3. **Customer Service Officer (GMG/AM 3) - Probate Division**, salary range \$1,984,305 – \$2,668,670 per annum.
4. **Senior Secretary (OPS/SS 3) - Commercial Division**, salary range \$1,550,136 – \$2,084,761 per annum.
5. **Judge's Orderly (LMO/TS 2) - (2 posts) - Office Services Division**, salary range \$16,481 – \$22,166 per week.

1. Deputy Registrar (JLG/LO 4)

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 queries in relation to procedural issues and questions of law;
- Assist Attorneys, clients and visitors in relation to their queries;
- Establishes and implement 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 staff for 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;
- Provide 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 Qualification and Experience

- Bachelor of Law Degree;
- Certificate of Legal Education (CLE);
- Four (4) years working experience in a related environment at a Senior level.

2. Case Progression Officer (GMG/AM 4)

Job Purpose

To proactively drive forward the effective and efficient progress of cases to a successful conclusion. To reduce adjournments, unnecessary witness attendance at Court, and the number of ineffective trials, ensuring all cases are ready to proceed at the earliest Court Hearing date.

Key Responsibilities

- Liaises with key stakeholders in the Justice System ensuring readiness of all stakeholders for the cases to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness are confirmed to attend Court;
- Liaises with Counsel, Witness, Police, Defence and Court Staff attending case conferences;
- Manages incoming communications and facilitates timely responses, ensures that the actions required are completed expeditiously;
- Arranges Pre-trial Hearings;
- Presents unresolved matters at the Plea and Case Management Hearings for resolution;
- Provides updates to the Court on any matters which may affect the Case Progression;

- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Tracks cases to ensure that documents are prepared and served within agreed time frame;
- Implements, reviews and maintains systems to enable prioritization of cases, ensuring proactive and effective case progression;
- Ensures all trial files are reviewed in advance of the trial dates to ensure trial readiness, checks are completed and communicated to the Courts;
- Ensures all special category cases are flagged, captured and tracked for progress;
- Reviews and updates Case Progression processes where necessary;
- Performs any other duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of Court/Judicial procedures
- Knowledge of the Judicature Supreme Court Act and other relevant legislation
- Excellent oral and written communication skills
- Good research skills
- Good organizational and time management skills
- Excellent interpersonal relations skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work with all kinds of clients
- Ability to pay attention to details
- Ability to work under pressure and meet deadlines
- Proficient in the use of relevant Computer Applications
- Ability to use initiative

Minimum Required Qualification and Experience

- First Degree in Humanities and Education, Social Science; **or**
- Bachelor of Law Degree (LLB);
- Training in paralegal studies (an asset).
- Three (3) years' experience in legal environment, one (1) of these should be in a supervisory position in an organisation of similar size and complexity.

3. Customer Service Officer (GMG/AM 3)

Job Purpose

Under the direct supervision of the Deputy Registrar, the incumbent interacts with the users of the court to provide the relevant information and assistance with a view to resolve all queries/complaints receives and process documents and addresses all queries and complaints.

Key Responsibilities

- Responds to enquiries at the Public Service Counter and on the telephone;
- Responds to enquiries about Court processes, Court dates and times for the Supreme Court;
- Checks the designated storage area for orders/ judgements and requisition documents to be collected by clients;
- Ensures that customers sign for all documents received;
- Vets all incoming applications submitted for legal compliance;
- Provides information to the users of the Court about Court policies and procedures, case status, scheduling of court proceedings and Court proceedings in general;
- Keeps parties informed of changes e.g., of Courtrooms and Hearing times;
- Provides updates to the users of the Court on the status of their files;
- Generates Case File number for all new claims as soon as they are presented at the Customer Service;
- Assists with customer requests for information;
- Releases Claim Forms for further stamping at the Tax Administration Jamaica (UP-stamping) where appropriate;
- Distributes files to the relevant officers;
- Sorts the documents for scanning and entering and deliver to the Data Validation Officer;
- Generates file numbers for all new case received;
- Ensures that files are re-shelved at the end of the working day;
- Assists with the preparation of certified copies and attested copies;

- Contacts and informs Attorneys to pick up documents in respect of corrections to be made to orders;
- Contacts Attorneys in relation to arrangements for video link Hearings;
- Refers customers to the Registrar/ Deputy Registrar or other Court Staff;
- Facilitates requests for documents to be copied from a file;
- Assists the Deputy Registrar by checking for compliance with requisitions for default judgements;
- Provides follow-up Customer Service to clients;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good time management skills
- Good planning and organizing skills
- Ability to work in teams
- Ability to use Initiative
- Excellent Supervisory Management skills
- Integrity and confidentiality

Technical:

- Sound knowledge and understanding of the Supreme Court procedures and operations
- Working knowledge of the relevant computer software applications
- Excellent customer relations and interpersonal skills
- Excellent oral and written communication skills
- knowledge of the Government of Jamaica Records Management procedures

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field, with at least two (2) years working experience; **or**
- Bachelor of Law Degree (LLB), with at least two (2) years working experience; **or**
- Completion of Second Year in BSc. in Business Management/Studies, or Bachelor of Law Degree (LLB) or related field, with at least three (3) years working experience;
- Training in Customer Service would be an asset.

4. Senior Secretary (OPS/SS 3)

Job Purpose

Under the direction of the Deputy Registrar, the incumbent provides Secretarial and Administrative services to ensure the effective and efficient operations of the Matrimonial Division

Key Responsibilities

- Prepares and edits correspondences, communications, presentations and other documents;
- Types memorandums, letters and reports;
- Types Commercial List which reflects the schedule of all matters allocated for Hearing by the Judges assigned to the Division;
- Refers matters to mediation;
- Logs all filed documents in respective books (Commercial, Insolvency, Admiralty);
- Maintains and updates appropriate Records Management Databases;
- Files and retrieves documents and reference materials;
- Manages and maintains Supervisor' schedules, appointments and travel arrangements;
- Monitors, screens, responds to and distribute incoming communications;
- Answers and manages incoming calls;
- Maintains an efficient filing system;
- Prepares Weekly Court list;
- Attends Monthly Statistics Meeting;
- Records and reproduces accurate Minutes;
- Generates requisitions for stationary and supplies;
- Sends and receives emails and facsimile transmission on supervisor's instructions;
- Maintains a message log for the Supervisor and other members of the Division;
- Prepares reports on behalf of the Deputy Registrar;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Highly confidential
- Shorthand/speed writing skills
- Tact and diplomacy
- Excellent oral and written communication skills
- Proficiency in computer applications

Technical:

- Excellent knowledge of office administration and procedures
- Excellent time management and organizational skills
- Excellent customer service and interpersonal skills
- Ability to work on own initiative
- Ability to multitask

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

5. Judge's Orderly (LMO/TS 2) – 2 posts

Job Purpose

The incumbent provides support to the Puisne Judge in the performance of their official duties.

Key Responsibilities

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

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good oral and written communication skills
- Good time management skill

Minimum Required Qualification and Experience

- Secondary School Leaving Certificate.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 12th July, 2023 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court
Kings Street
Kingston

Email: hrd@jamaicajudiciary.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