



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 245
OSC Ref. C.4515/S3²

1st June, 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 the post of **Digital Recording Clerk (MIS/IT 2) – (Not Vacant)**, in the **Court Administration Division, Supreme Court**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

Under the supervision of the Court Administrator, the incumbent is responsible for providing high-level Audiovisual (AV) support and advice to the Courtroom staff.

Key Responsibilities

Technical/Professional:

- Responds to request from the Infrastructure Manager, CAD
- Maintains the Court's AV equipment by:
 - Researching and advising the maintenance and replacement of equipment as well as specifications of same to be ordered;
 - Cleaning and maintaining equipment, reporting damages to the Infrastructure Manager;
 - Diagnosing and resolving issues related to Audiovisual Media Systems;
 - Documenting the repairs and maintenance of Audiovisual Media Systems;
 - Assisting with management of AV Inventory;
- Co-ordinates the processing of audiovisual recording by:
 - Setting up and supporting Audio/Video conferencing. Ensuring all related sites are connected on time and transmitting good audio;
 - Troubleshooting all Audio/Video Conferencing issues. Investigating faults and recommending further actions to remedy;
 - Being the Chief Operator of Audio/Video recording software responsible for capturing Court proceedings in digital formats;
 - Ensuring the Courtroom's audiovisual environments are clean, presentable and free of any occupation hazards;
 - Maintaining a Library of recorded files that can be accessed on demand from a database.
- Co-ordinates the installation processing of audiovisual queries by:
 - Consulting with clients to determine their needs
 - Maintaining contact with external stakeholders to satisfy information needs of clients
 - Preparing quotations for recording material requested.
- Co-ordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for Court Hearings and presentations;
- Assists with the preparation of the Budget by providing information on:
 - The capital cost of purchasing new equipment
 - Replacing equipment and supplies;
 - The cost of servicing equipment.
- Documents technical metadata for preservation and access to audiovisual resources;
- 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 for technical staff;
- Conducts on-the-job training for technical staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Good interpersonal relations and customer service skills
- Ability to use initiative
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in a teams
- Good problem-solving and decision-making skills

Technical:

- Proficient in the use of relevant Computer Applications
- Proficient in the use of Technology

Minimum Required Qualification and Experience

- Associate degree in Information Communications Technology;
- Three (3) years working experience in a related environment .

Special Condition Associated with the Job

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

Applications accompanied by résumés should be submitted **no later than Wednesday, 14th June, 2023 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5

Email: hrma@cad.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