



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

WEBSITE: www.osc.gov.jm

CIRCULAR No. 490 **OSC Ref. C.4515/S3²**

24th November 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 **vacant** post of **Bailiff (PTXG/PS 3)** in the **Family Court - Kingston and St Andrew, Court Administration Division (CAD)**, salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

The incumbent serves all summonses and orders and executes all warrants, precepts and writs issued out of the Court.

Key Responsibilities

Technical/Professional:

- Executes orders for seizure and sale, injunction, claim form/particulars of claims and general orders for the Supreme Court;
- Executes Warrant of commitments, levies and recovery of possession from the Parish Court (Civil Division);
- Executes Warrant of distringas and capias from the Parish Court (Criminal Division);
- Serves Summons and formal orders and other documents emanating from the Parish Court and Supreme Court;
- Supervises and trains Assistant Bailiffs and attend to legal correspondence from relevant Offices;
- Creates and maintains records of all warrants, commitment and recovery of possessions and other documents receive from executions from both the Parish and Supreme Court;
- Records monthly transactions in the Cash Book, Warrant Book and other relevant books;
- Attends Court and out stations on return days;
- Files matters in the Supreme Court;
- Attends Court in Interpleader Proceeding;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent knowledge of the geographical of the parish;
- Excellent time management skills;
- Good knowledge of the Resident Magistrate's Court Act and other relevant regulations;
- Good knowledge of the organization's policies, procedure and mandate;
- Good interpersonal relations skills;
- Good communication i.e. oral and written 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

- Four (4) CSEC/GCE O' Level including English and Mathematics;
- Bailiff training – Justice Training Institute.

Special Condition Associated with the Job

- Extensive travelling.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th December, 2023 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5

Email: hrma@cad.gov.jm

We thank all applicants, but please note that only short-listed persons 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer