



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. 12 **OSC Ref. C.5849/S15⁵**

5th January, 2024

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 **Data Entry Clerk (MIS/IT 2)** in the **Human Resource Management and Administration Unit, Court Administration Division, Supreme Court**, salary range \$1,550,136 - \$2,084,761 per annum.

Job Purpose

The incumbent is responsible for maintaining an accurate and updated database to facilitate the speedy disposal of matters before the Courts.

Key Responsibilities

Technical/Administrative:

- Records information into the Index Book and Records Management Electronic Data Base;
- Prepares Court result letter;
- Locates Warrants and insert information into Records Management Electronic Data Base using the information on the Warrants;
- Retrieves case files from police officers and updates the Records Management Electronic Data Base System;
- Numbers case files and enters data daily into Process Book and onto the Records Management Electronic Data Base spreadsheet;
- Updates the Records Management Electronic Data Base spreadsheet daily for every Court using each Court Sheet;
- Generates Monthly Reports from the Records Management Electronic Data Base;
- Assists the general public;
- Answers queries from the general public regarding Court procedures, Court appearances, Court dates, adjournments and outstanding warrants;
- Performs any other related duties that may be assigned by supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Highly methodical
- Ability to use initiative
- Good problem-solving and decision-making skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in teams
- Good planning and organization skills
- Good Analytical skills

Technical:

- Proficient in the use of relevant Computer Applications
- Excellent time management skills
- Knowledge of and ability to use court/legal jargons
- Excellent Data Entry skills
- Great attention to detail

Minimum Required Qualification and Experience

- Four (4) CXC subjects (General Proficiency Grade I-III) including English Language and a numeric subject;
- Proficiency in the use of Microsoft Excel is an asset;
- One (1) year working experience in a related environment.

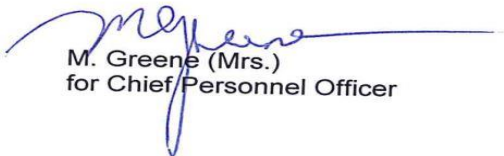
Applications accompanied by résumés should be submitted **no later than Thursday, 18th January, 2024 to:**

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.



M. Greene (Mrs.)
for Chief Personnel Officer