



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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CIRCULAR No. 43

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24th 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/be assigned to the following posts in the **Supreme Court's Office**:

1. **Human Resource Officer (Benefits) (GMG/AM 4) (Vacant)**, salary range \$2,478,125 - \$3,332,803 per annum.
2. **Senior Court Assistant (PLG/LS 4) (Vacant)**, salary range \$1,984,305 – \$2,668,670 per annum.
3. **Court Assistant (PLG/LS 3) – (2 Posts) (Vacant)**, salary range \$1,984,305 – \$2,668,670 per annum.
4. **Digital Recording Clerk (MIS/IT 2) - (Not Vacant)**, salary range \$1,550,136 – \$2,084,761 per annum.

1. Human Resource Officer (Benefits) (GMG/AM 4)

Job Purpose

Under the direct supervision of the Senior Human Resource Officer, the Human Resource Officer is responsible for providing support in the various Human Resource functions, which include Recruitment, Benefits, Leave Administration and Staff Welfare in accordance with the Government of Jamaica regulations that guidelines of the Human Resource Management practices.

Key Responsibilities

- Processes leave applications including Vacation, Departmental, Casual, No-Pay, Sick and Maternity, etc. for employees of the Supreme Court in keeping with Public Sector policies procedures and guidelines;
- Conducts research to create listing of officers who have attained the age of retirement;
- Processes and submit request to Office of the Services Commission (OSC) for officers to be retired from the Public Service;
- Updates PEPAS System and submit retirement documents and information to PAU;
- Informs officers in writing when date of retirement has been set by OSC;
- Checks to ensure that the Leave Computation and Period of Service Records are correctly prepared and forward to Ministry of Finance (Benefit Unit) for verification;
- Prepares Pension Particular for submission to the Ministry of Finance (Pension Administration Unit);
- Prepares submissions for the request of Family Benefits Refund/Funeral Grants to the Ministry of Finance on behalf of officers;
- Liaises with the Human Resource Management and Administration Division of Court Administration Division to facilitate participation in the Pension Seminars for officers nearing the age of retirement;
- Review, research and process files for Terminal Benefits;
- Prepares Annual Leave Rosters for Divisions/Units;
- Monitors and audit Attendance Registers of all Division in the Supreme Court;
- Prepare and maintain Attendance and Punctuality Reports of all Division in the Supreme Court;
- Prepare letters to staff informing them of punctuality and attendance issue in accordance with established standards;
- Participates in the recruitment and selection of staff up to GMG/AM 4 level;
- Assists with the shortlisting of candidates and participates in the interviews process for the assigned levels/grades;
- Provides advice on Human Resource related matters to the Court staff;

- Co-ordinates and administer the benefits processed for all staff (Study Leave, Health Insurance, Computer Loan, tertiary loan, Miscellaneous), by submitting to the Ministry of Finance and the Court Administration Division;
- Processes and forwards applications of miscellaneous Loan, Motor Vehicle and Computer Loans, Duty Concession, Salary Advance and other relevant loan to CMS;
- Submit all request for training and development to the Training Officer at the Court Administration Division;
- To contribute to the establishment of an environment climate that is conducive to motivating staff and ultimately enhances productivity;
- Contributes to a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and Organization's goals;
- Recommend and administer welfare activities on a quarterly and yearly basis;
- Develops and update Individual Work Plan in alignment with the Department's strategic direction;
- Participates in the development of the Divisional Plan.

Required Knowledge, Skills and Competencies

Core:

- Knowledge of GOJ Leave Management/Administration process
- Knowledge of the Public Service Regulations, Pensions Act and the Staff Orders for the Public Service;
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to use initiative and manage own time
- Ability to analyse and solve problems
- Ability to work in a team;
- Excellent customer service skills
- Excellent interpersonal relation skills
- Excellent time management and organizing skills

Technical

- Sound knowledge of Human Resource principles and practices
- Good knowledge of the organization's policies, procedure and mandate;
- Good communication i.e. oral, written and presentation skills;
- Proficient in the use of relevant Computer Applications

Minimum Required Qualification and Experience

- Bachelors of Science Degree in Human Resource Management/Business Administration or any related Social Science Degree, with at least one (1) years related experience in a similar environment.

OR

- Associate of Science Degree in Human Resource Management/Business Administration or related area, with three (3) years working experience, with at least 2 years in the Human Resource environment.

2. Senior Court Assistant (PLG/LS 4)

Job Purpose

The incumbent under the general supervision of the Court Coordinator will be required to perform duties in the Commercial Division, ensuring efficient scheduling of matters and attending to matters in Court/Chambers relating to Suits filed in the Commercial Division.

Key Responsibilities

Technical/Professional

- Examines case files and consult with key stakeholders to determines the appropriate Court and venue for cases assigned to Mediation and Case Management Conference;
- Consults, confirms and assigns dates in the Court Information Management System to relevant cases for Case Management Conferences and Notice of Application for Court Orders;
- Ensures that all assigned dates are recorded on the Court List and documents are copied for Attorneys/litigants;
- Ensures the notices of the dates are forwarded to Attorneys/Litigants;
- Ensures that Case Management Conference and Mediation Information are recorded in The Court Information Management System and updated daily;

- Liaises with the Civil Registry as necessary
- Generates and dispatches notices and referrals for Case Management Conferences;
- Monitors files activities to ensure that matters are dealt with in the Case Management Conferences;
- Provides feedback and follow-up information as requested or required;
- Responds to correspondence and public concerning the fixing of dates for Court;
- Assists in setting urgent dates for matters that are before the Court;
- Prepares monthly and quarterly reports of the Case Management/ Case Flow Conferences.

Required Knowledge, Skills and Competencies

Core

- Excellent time management skills
- Excellent organizational and planning skills
- Excellent customer relations and interpersonal relationship building skills
- Ability to prioritize and problem-solving effectively
- Good decision-making and analytical skills
- Ability to impact and influence people
- Ability to use initiative
- Ability to work in a methodical manner
- Ability to exercise a high level of Integrity and confidentiality

Technical

- Sound knowledge and understanding of the role and functions of the Court System
- Sound knowledge and understanding of the Supreme Court procedures/operations
- Excellent understanding of the Laws/Acts and subsidiary legislations
- Working Knowledge of the Court Information Management System
- Proficient in the use of the relevant computer applications
- Excellent oral & written communication skills

Minimum Required Qualification and Experience

- A Diploma in Public Administration, Management Studies or a related Discipline with three (3) years' experience
 - Paralegal Training
- OR**
- Paralegal Training
 - Four (4) CXC/GCE 'O' Level subjects inclusive of English Language, Mathematics or Principles of Accounts
 - Five (5) years' experience in a similar environment.

3. Court Assistant (PLG/LS 3) (2 Posts)

Job Purpose

The incumbent under the general supervision of the Court Coordinator will be required to perform Paralegal duties in the Commercial Division and in Court/Chamber relating to Suits filed in the Division.

Key Responsibilities

- Attends Court and Chambers for Hearings;
- Takes notes manually;
- Prepares Minute of Orders;
- Swears/ Affirms Witnesses;
- Passes documents from Counsel to Judges;
- Provides suggested dates to Parties using the Court Information Management System;
- Updates The Court Information Management System Database with new Hearing dates and status updates on the matter;
- Calls and escorts parties to Chambers and Hearing Rooms;
- Promptly informs Judges when Parties/ Attorneys are present;
- Conducts the activities necessary for the adjournment and resumption of Court;
- Compares Formal Orders filed by Parties with the Minute of Record signed by the Judge before submitting documents to Judge/ Registrar for signing;
- Retrieves files from the Registry that are needed for Hearings;

- Ensures that all documents pertinent to the Trial are enclosed on the file on the day ahead of the Trial;
- Locates Court Orders, check and present the Orders to the relevant Offices for signing;
- Prepares files for new petition, and create duplicate files, where necessary;
- Examines critically all documents submitted by clients to ensure proper completion prior to filing of document;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Core

- Excellent oral & written communication skills
- Excellent time management skills
- Excellent customer relations skills
- Excellent interpersonal skills
- Ability to work in teams.
- Strong organizational and planning skills
- Ability to prioritize and problem-solving effectively
- Ability to use Initiative
- Ability to exercise a high level of Integrity and confidentiality

Technical

- Sound knowledge and understanding of the roles and functions of the Court System
- Sound knowledge and understanding of the Supreme Court procedures/operations
- Excellent understanding of the legal jargons/laws and subsidiary legislations
- Sound knowledge of the Government of Jamaica Records Management procedures
- An understanding of the Supreme Court Civil Procedure Rules
- Working knowledge of the Court Information Management System
- Proficient in the use of the relevant computer applications

Minimum Required Qualification and Experience

- Paralegal Training with (3) years' experience in a similar environment;
- A Diploma in Public Administration, Management Studies or a related Discipline

4. Digital Recording Clerk (MIS/IT 2)

Job Purpose

The Digital Recording Clerk is responsible for providing high-level Audiovisual (AV) support and advice to courtroom staffs.

Key Responsibilities

- Responds to requests from the Infrastructure Manager;
- 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;
- Cleans and maintains equipment, reporting damages to the Infrastructure Manager;
- Diagnoses and resolves issues related to Audiovisual Media Systems;
- Documents the repairs and maintenance of Audiovisual Media Systems;
- Assists with management of AV Inventory;
- Co-ordinates the processing of audiovisual recordings 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;
- Captures Court proceedings in digital formats as the chief operator of Audio/Video Recording Software;
- Ensures the Courtroom's audiovisual environments are clean, presentable and free of any occupational hazards;
- Maintains 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;
- Maintains contact with external stakeholders to satisfy information needs of clients;
- Prepares 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 audio-visual resources;
- Keeps abreast of trends and issues pertinent to roles and functions;
- Submit 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.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Understanding of Information Technology tools and techniques.
- Proficiency in utilizing existing and/or new technologies.
- Good oral & written communication skills
- Good time management skills
- Good organizational and planning skills
- Good customer relations skills
- Good interpersonal relationship building skills
- Ability to work in a team.
- Adaptability
- Ability to prioritize and problem-solving effectively
- Ability to use Initiative
- Integrity and confidentiality

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with 1 year's related experience in a related field;
- OR**
- Four (4) CXC/GCE 'O' level subjects, including English Language, Information Technology, Mathematics or Accounts, with (3) years related experience.

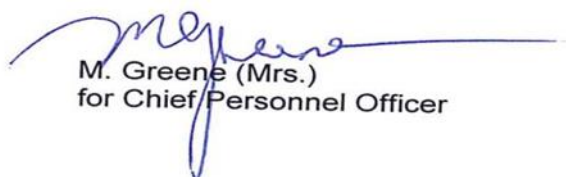
Applications accompanied by Résumés should be submitted **no later than Tuesday, 6th February, 2024 to:**

**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.


M. Greene (Mrs.)
for Chief/Personnel Officer

