



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. 23 **OSC Ref. C.4515⁴**

12th 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 following **vacant** posts in the **Supreme Court's Office**:

1. **Legal Officer (JLG/ LO 2)**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Senior Court Clerk (PLG/LS 5)**, salary range \$2,478,125 – \$3,332,803 per annum.
3. **Court Assistant (PLG/LS 4)**, salary range \$1,984,305 – \$2,668,670 per annum.
4. **Customer Service Officer (GMG/ AM 3)**, salary range \$1,984,305 – \$2,668,670 per annum.
5. **Senior Secretary (OPS/ SS 3)**, salary range \$1,550,136 – \$2,084,761 per annum.
6. **Court Aide (PLG/LS 2) (3 posts)**, salary range \$1,550,136 – \$2,084,761 per annum.
7. **Library Assistant (PIDG/LA 1)**, salary range \$1,272,269 – \$1,711,060 per annum.

1. **Legal Officer (JLG/ LO 2)**

Job Purpose

The incumbent under the general direction of the Registrar will assist with the processing of grants, requisitions and notices within the Probate Division. The incumbent is responsible for, ensuring that there is compliance with the regulations and guidelines as stipulated by the relevant Acts/ Policies while seeking to enhance the level of service delivery to all clients and supporting the maintenance of the established time standards.

Key Responsibilities

- Assists Deputy Registrar with the vetting of applications for Probate;
- Vets Letters of Administration, Letters of Administration with the Will Annexed Letters of Administration De Bonis Non;
- Vets Applications to Re-seal Grant for accuracy and compliance with Civil Procedure Rules and relevant laws governing succession;
- Prepares Requisitions using Microsoft Word where errors are found;
- Conducts searches of the Index Card Cabinets and of the Court information Management System in respect of requests submitted by the Administrator General's Department;
- Ascertains whether any previous Grant was issued by the Supreme Court;
- Attends Court and Chambers as the exigency may arise;
- Assists the Registrar and Deputy Registrar with the overall implementation and execution of strategies aimed at improving the overall efficiency of the Registry;
- Reviews process flow periodically and implement process improvement strategies where deficiencies are identified;
- Provide general information and procedural guidance to Attorneys-at-Law, Legal Clerks, members of the public and persons who are applying for Grants in person. Assists with the checking of the Grants for submission to the Registrar for signing;
- Conducts search and retrieves old records from the "strong room" when requested to do so;
- Vets applications for compliance with the relevant provisions of the Civil Procedure Rules;
- Conducts research when intricate applications are filed and consult with Registrar for guidance;
- Explains and gives procedural legal guidance and clarification for requisition and administrative notices issued;
- Prepares letters or emails in response to queries and requests concerning estate matters sent in by Attorneys and members of the Public;

- Assists the public or “walk-ins” – by explaining to them the procedural requirements in obtaining a Grant and the relevant laws in relation to estate matters and directing them to the appropriate Agency (Legal Aid, Administrator-General, and National Land Agency et al);
- Attends monthly statistics meetings to review the performance of the Division and identify areas for improvements;
- Reviews process flows/procedures periodically and implement process improvement strategies where deficiencies are identified;
- Assists the Registrar in the development and implementation of strategies to give effect to the Strategic Plan of the Judiciary.

Required Knowledge, Skills and Competencies

- Sound knowledge Wills Act
- Sound knowledge of the Intestate Estates & Property Charges Act
- Excellent knowledge of the Administrator General's Act as Amended
- Sound knowledge of the Probate (Re-sealing) Act
- Excellent knowledge Probate of Deeds Act
- knowledge of the Executor's Renunciation Act
- Excellent knowledge of the Judicature (Supreme Court) Act
- knowledge of The Judicature Rules of the Supreme Court (fees), 2011 & 2017
- Sound Knowledge of Civil Procedure Rules 2002 (as Amended)
- Knowledge of Various Practice Directions
- Sound knowledge of the Judicature Supreme Court Act and other relevant legislation
- Excellent Knowledge of the organization's policies, procedure and mandate
- Good oral and written communication and presentation skills
- Good interpersonal 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

- Secondary School Leaving Certificate. Bachelor of Laws Degree;
- Certificate of Legal Education (CLE);
- One (1) year working experience in a related environment.

2. Senior Court Clerk (PLG/LS 5)

Job Purpose

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

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 4)

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 Minutes 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.

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. 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.

Required Knowledge, Skills and Competencies

Core:

- Good time management skills;
- Good organizational and planning 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 & 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.

5. 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 list which reflects the schedule of all matters allocated for hearing by the Judges assigned to the Division;
- Logs all filed documents in respective books;
- 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 effect and 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 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.

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/ GCE 'O' Level English Language; successful completion of the prescribed course of study at the Management Institute for National Development (MIND),
- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus three (3) years general office experience;

OR

- Graduation 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 spreadsheets; English Language at CXC or GCE 'O' Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development (MIND), plus three (3) years general office experience

OR

- Successful completion of the Certified Professional Secretary course; proficiency 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 to GCE 'O' Level; training in the use of a variety of computer software applications;
- Three (3) years general experience plus the appropriate Office Professional Training;
- Course at the Management Institute for National Development (MIND).

6. Court Aide (PLG/LS 2) (3 posts)

Job Purpose

Under the direct supervision of the Court Administrator, the incumbent ensure that the activities of the Courts are efficiently managed by producing Court Lists to guide the Hearings.

Key Responsibilities

- Prepares the weekly Court List;
- Liaise with the Deputy Registrar for the list of available Judges;
- Consult the diaries and allocate cases to Judges;
- Submit list of action matter to responsible officer to contact Attorneys regarding status of matters set for hearing;
- Attends Court and Chambers.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good time management skills
- Excellent interpersonal skills.

Minimum Required Qualification and Experience

- Four (4) GCE or CXC Subjects inclusive of English Language and Mathematics/Accounts.

7. Library Assistant (PIDG/LA 1)

Job Purpose

To ensure that the information in the Resource Center is accessible, current and relevant.

Key Responsibilities

- Shelf and spine labeling to ensure that resource materials are accessible and relevant;
- Issues marks and retrieves books from lenders;
- Collects monies and issues receipt in respect of photocopied documents, membership fees and overdue books;
- Files resource material for easy retrieval and reference;
- Prepares record of clients with delinquent amounts;
- Advises clients of overdue membership fees;
- Updates Laws of Jamaica Volume to maintain relevancy of materials;
- Prepares annual statistic for lending and reference materials;
- Inputs information through Data Entry;
- Conducts check for overdue books;
- Assists with photocopying;
- Maintains membership records;
- Records and distributes Judgments of the Court;
- Assists with newspaper and pamphlet clippings and their indices;
- Assists with the preparation of indices to judgments of the Courts for easy filing and retrieval;
- Records and compiles volumes of Industrial Dispute Tribunal Awards;
- Maintains records of publications.

Required Knowledge, Skills and Competencies

- Good oral and written communications skills
- Excellent time management skills
- Relevant computer skills
- Good interpersonal skills

Minimum Required Qualification and Experience

- Four (4) CXC or GCE O' Level subjects, including English Language and a numeric subject.

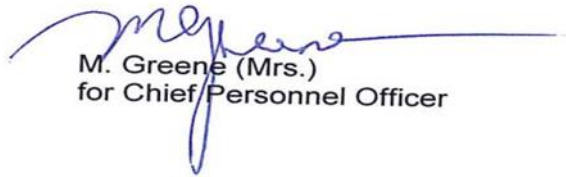
Applications accompanied by Résumés should be submitted no later than Monday, 22nd January, 2024 to:

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