



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 70 **OSC Ref. C.4515**

8th February, 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 **Chief Court Assistant (PLG/LS 5)** in the **Court of Appeal**, salary range \$2,478,125 – \$3,332,803 per annum.

Job Purpose

Under the general supervision of the Registrar and Deputy Registrar, the incumbent provides clerical support to facilitate the effective execution of all Court processes within the Court of Appeal.

Key Responsibilities

- Collates and prepares Judges' bundles of documents relative to all applications and appeal listed for Hearing in Court each week;
- Attends, begins and adjourns Court;
- Records and logs in Minute Book all proceedings during Court and all directions, orders and judgments of the Court;
- Collects authorities and other documents from Attorneys in Court for the Panel of Judges;
- Liaises with the President or Presiding Judge of Appeal and under their direction, communicates the specific scheduling of each matter listed for the week to the relevant parties;
- Monitors particular scheduling requests made by Attorneys in upcoming matters and communicates same to the relevant Panel of Judges;
- Performs the administrative directives of the Court while Court is in session;
- Communicates the directives of the Court to Attorneys and appellants/applicants;
- Prepares Minutes of Order for the approval and signature of the President or presiding Judge of Appeal;
- Makes and maintains audio recordings of judgements delivered orally and forwards same to the relevant Officer for reproduction in writing;
- Maintains record of reserved (CAV) judgements and reasons for judgments and updates the President's Secretary regarding same;
- Prepares Writ of Habeas Corpus for typing and for Registrar's signature and dispatches same to the relevant Institutions;
- Prepares and distributes internally and externally the written judgments of the Court ;
- Sorted, files and delivers correspondence;
- Submits files for the consideration of Judges of Appeal;
- Updates the Registrar and/or Deputy Registrar of the orders and directions of the Court in relation to each matter listed each week, including any rescheduled Hearing dates;
- Assists and communicating relevant information to Attorneys and members of the public attending the Registry;
- Retrieves files for Attorneys and appellants/applicants;
- Liaises with internal/external clients to give information as directed by Registrar and the Court;
- Assists in the updating of the Court of Appeal Website;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good customer service and interpersonal skills
- Good oral and written communication skills
- Knowledge of the Court rules and procedures
- Knowledge of Legal Terminology
- Knowledge of the Access to Information Act
- Working knowledge of the relevant Computer Software Application
- Ability to work in a team

Minimum Required Qualification and Experience

- Four (4) CXC/GCE subjects including English Language, Mathematics or Accounts with three (3) years of work experience in a related field; **or**
- Two (2) A' Levels with one to two (1-2) years' work experience in a related field;
- Diploma/Certificate in Paralegal Studies would be an asset.

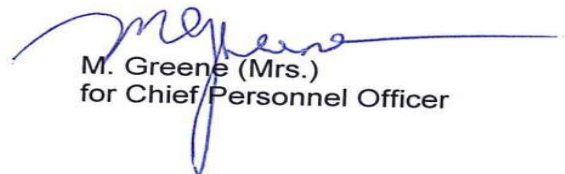
Applications accompanied by Résumés should be submitted **no later than Thursday, 22nd February, 2024 to:**

Director
Human Resource and Administration
Court of Appeal
Public Building West
King Street
Kingston

Email: careers@courtofappeal.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