

OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 97
OSC Ref. C.4515/S3³

20th 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/ be assigned the post of **Judge's Orderly (LMO/TS 2) (2 Vacant Positions and 1 Not Vacant)** in the **Supreme Court**, salary range \$16,481 – \$22,166 per week.

Job Purpose

The incumbent provides support to the Puisne Judge in the performance of their official duties.

Key Responsibilities

Technical/Professional:

- Escorts the Puisne Judge to and from Court;
- Runs errands for the Puisne Judge;
- Photocopies documents needed in Court;
- Retrieves legal material from Library;
- Carries the Puisne Judge, notes and briefcase to and from Judge's Chambers;
- Assists with the robbing of the Puisne Judge;
- Performs other duties as assigned.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good written and oral communication skills
- Good time management skill

Minimum Required Qualification and Experience

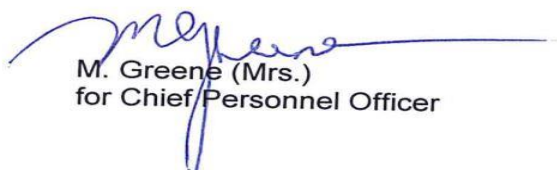
- Secondary school leaving certificate.

Applications accompanied by résumés should be submitted **no later than Monday, 4th March, 2024 to:**

**Senior Human Resource Officer
Supreme Court
Public Building East
King 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