



## 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](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 183** **OSC Ref. C.5849/S15<sup>5</sup>**

1<sup>st</sup> May, 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 **Legal Officer (JLG/LO 2)** in the **Supreme Court Western Region Division, Supreme Court**, salary range \$5,198,035 – \$6,990,779 per annum.

### **Job Purpose**

The incumbent under the general direction of the Deputy Registrar will assist with the processing of applications for matrimonial matters and other legal documents. 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 the Deputy Registrar with the overall implementation and execution of strategies aimed at improving the overall efficiency of the Supreme Court Western Registry;
- Reviews process flow periodically and implement process improvement strategies where deficiencies are identified;
- Vets matrimonial applications for compliance with the relevant provisions of the Civil Procedure Rules and other pertinent laws governing matrimonial proceedings;
- Conducts research relating to complex matters;
- Explains and gives procedural legal guidance and clarification for requisitions pertaining to matrimonial applications filed in the Supreme Court;
- Prepares letters and emails in response to queries and requests concerning matrimonial matters sent by Attorneys and members of the Public;
- Provides general information and procedural guidance to Attorneys-at-Law, members of the public and persons who are applying for divorce in person;
- Attends monthly statistics meetings to review the performance of the Registry and identifies areas for improvements;
- Attends weekly meetings with the Deputy Registrar and other members of staff.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of Civil Procedure Rules 2002 (as Amended).
- Sound knowledge of the Matrimonial Causes Act.
- Sound Knowledge of the Marriage Act.
- Excellent knowledge of the Maintenance Act.
- Excellent knowledge of Property Rights of Spouses Act.
- 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 communication skills (i.e. oral, written 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**

- Bachelor of Laws Degree
- Certificate of Legal Education (CLE)
- At least one (1) year working experience

Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> May, 2024 to:**

**Senior Director  
Human Resource Management and Administration  
Court Administration Division  
25 Dominica Drive,  
Kingston 5**

**Email: [hrma@cad.gov.jm](mailto: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.**



**Desreen Smith (Mrs.)  
for Chief Personnel Officer**