



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 216 **OSC Ref. C.5849/S15⁵**

24th 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 **Matrimonial Division, Supreme Court**, salary range \$5,198,035 – \$6,990,779 per annum.

Job Purpose

The incumbent under the general direction of the Registrar, will assist with the processing of petitions, Decrees Nisi, Decrees Absolute requisitions and other Legal documents in 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 reviewing, vetting of Petitions, Decrees Nisi, Decrees Absolute for accuracy and compliance with Civil Procedure Rules and relevant laws governing Matrimonial proceedings;
- Prepares Requisition using Microsoft Word where errors are found;
- Provides general information and procedural guidance to Attorneys-at-Law, members of the public and persons who are applying for divorce in person;
- Assists the Registrar and Deputy Registrar with the overall implementation and execution of strategies aimed at improving the overall efficiency of the Registry;
- Attends weekly meetings with the Deputy Registrar;
- Conducts research relating to complex matters;
- Conducts initial interviews with prospective clients for divorce proceedings for the fourteen (14) parishes;
- Provides initial advice on services available and ensures that potential clients meet the eligibility requirements, as per the Legal Proceedings (Poor Persons) Acts;
- Takes initial instructions and sets appointments for Legal Clerk, as needed.
- Prepares the following documents pertaining to Divorce:
 - Divorce Petitions;
 - Notices to Respondents;
 - Affidavit Accompanying Petition;
 - Affidavits of Service;
 - Notices of Application to Dispense with hearing;
 - Affidavits in Support of Notice of Application to Dispense with Hearing;
 - Affidavits of Search;
 - Draft Decree Nisi;
 - Prepares Notice of Application for Decree Absolute;
 - Draft Decree Absolute;
 - Prepares Court Orders;
 - Maintenance for children.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Matrimonial Causes Act
- Sound knowledge of the Marriage Act
- Excellent knowledge of the Maintenance Act
- Excellent Knowledge Property Rights of Spouses Act
- Knowledge of the Legal Proceedings (Poor Persons) Act
- Sound Knowledge of Civil Procedure Rules 2002 (as Amended)
- Knowledge of Various Practice Directions
- Knowledge of the Judicature Supreme Court Act and other relevant legislation;
- Excellent knowledge of the organization's policies, procedures and mandate;
- Good 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)
- One (1) year working experience

Applications accompanied by résumés should be submitted **no later than Thursday, 6th June, 2024 to:**

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

Email: 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