



**CIRCULAR No. 233**  
**OSC Ref. C.4515<sup>4</sup>**

**5<sup>th</sup> June, 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 to the following posts in the **Supreme Court's Office**:

1. **Senior Secretary (OPS/SS 3) (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Data Entry and Scanning Clerk (MIS/IT 2) (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Judges Orderly (LMO/TS 2) (Not Vacant)**, salary range \$18,647 - \$25,078 per annum.
4. **Part Time Cleaner**, salary range \$12,258 per week.

1. **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's schedules, appointments and travel arrangements;
- Monitors, screens, responds to and distributes incoming communications;
- Answers and manages incoming calls;
- Maintains an effective 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;
- Performs any other related duties that may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Highly confidential;
- Tact and diplomacy;
- Excellent oral and written communication skills;
- Excellent customer service and interpersonal skills;

***Technical:***

- Shorthand/speed writing skills;
- Ability to work on own initiative;
- Excellent knowledge of office administration and procedures;

- Proficiency in computer applications;
- Excellent time management and organizational skills;
- Ability to multitask.

### **Minimum Required Qualification and Experience**

- Four (4) or more CXC or GCE 'O' Level subjects including 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 four to five (4-5) 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 Secretarial Seminar at Management Institute for National Development (MIND) plus four to five (4-5) 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; training in the use of a variety of computer software applications and four to five (4-5) years general office experience plus the appropriate Secretarial Seminar at Management Institute for National Development (MIND).

## **2. Data Entry and Scanning Clerk (MISIT 2)**

### **Job Purpose**

Under the general direction of the Data Validation Officer, the incumbent ensures that all documents are scanned and entered on the Court Information Management system as required. Interacts with the Registry staff to provide and solicit information as needed.

### **Key Responsibilities**

- Vets all documents prior to scanning;
- Scans all documents that are filed daily to the Court Information Management System;
- Scans all documents on files returning from Court;
- Enters all scanned documents on the Court Information Management System;
- Stamps all documents with the "scanned and entered" seal;
- Links documents to the correct party/attorney on the Court Information Management System;
- Updates Minute Sheets with all the relevant information and details;
- Prints Minute sheets with Hearing dates for the appropriate folders;
- Enters data from the documents onto the Court Information Management System.

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

#### ***Core:***

- Good oral and written communication skills;
- Good time management skills;
- Good organizational and planning skills;
- Good customer relations skills;
- Good interpersonal relationship building skills;
- Ability to work in a team;
- Adaptability;
- Ability to prioritize and effective problem-solving;
- Ability to use Initiative;
- Integrity and confidentiality.

#### ***Technical:***

- Sound knowledge and understanding of the Supreme Court procedures/operations;
- Excellent understanding of the legal jargons/laws and subsidiary legislations;
- Understanding of information technology tools and techniques;
- Proficiency in utilizing existing and/or new technologies.

### **Minimum Required Qualification and Experience**

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with one (1) year's experience in a related field.
- OR**
- Four (4) CXC/GCE 'O' level subjects, including English Language, Information Technology, Mathematics or Accounts with (3) years' related experience.

### **3. Judges Orderly (LMO/TS 2)**

#### **Job Purpose**

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

#### **Key Responsibilities**

- 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 robing of the Puisne Judge;
- Performs any other related duties that may be assigned from time to time.

#### **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.

### **4. Part Time Cleaner**

#### **Job Purpose**

The incumbent is responsible for performing a variety of janitorial, custodial duties, and maintaining clean buildings. The incumbent is also responsible for performing a full range of janitorial assignments using limited judgement. Actions are normally determined by specific instructions from the supervisor or by well-defined procedures, methods and practices.

#### **Key Responsibilities**

- Cleans and services restrooms;
- Sweeps, vacuums and mops floors and stairways;
- Gathers and disposes of rubbish and waste materials by hand or with the use of equipment;
- Locks and unlocks office doors to ensure safety;
- Observes appearances and conditions of premises and equipment and makes reports, when required;
- Dusts items such as blinds, furniture, file cabinets, windowsills, using dust cloth or hand cleaning items;
- Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes;
- Polishes furniture using appropriate cleaning and polishing agents;
- Maintains an inventory of cleaning and toiletry supplies;
- Washes walls, cleans ceilings, woodwork, windows, mirrors and fixtures, using both step and extension ladders;
- Loads and unloads cleaning supplies and moves heavy furniture and equipment;
- Makes recommendations for repair and improvements to bathroom, office and stairways.

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

- Knowledge of occupational hazards and safety rules;

- Knowledge of the proper use of chemicals and pesticides;
- Ability to read and follow instructions;
- Ability to operate and use janitorial tools and supplies, such as floor buffers, vacuum cleaners and cleaning compound solutions;
- Knowledge of the standard methods, practices, tools and equipment used to clean building and furniture;
- Knowledge of the qualities and uses of various cleaning, sanitizing, stripping and waxing compounds;
- Knowledge of building and property security procedures;
- Ability to explain instructions and guidelines to others effectively.

#### **Minimum Required Qualification and Experience**

- Completion of Secondary Level Education;
- Ability to read and write.

**OR**

- Grade nine (9) level Education;
- One (1) year's experience;
- Ability to read and write.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 18<sup>th</sup> June, 2024 to:**

**Senior Human Resource Officer  
Human Resource Department  
Supreme Court  
Kings Street  
Kingston**

Email: [hrd@jamaicajudiciary.gov.jm](mailto: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.**



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