



Office of the Services Commissions

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CIRCULAR No. 359 **OSC Ref. C.5849/S15⁵**

13th September, 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 **Data Validation Officer (MIS/IT 3)** in the **Supreme Court**, salary range \$2,190,302 – \$2,945,712 per annum.

Job Purpose

Under the direct supervision of the Deputy Registrar, the incumbent checks and verifies the work of the Data Entry and Scanning Clerk, ensuring that all entries to the Court Information Management System are timely and accurate.

Key Responsibilities

- Maintains and updates computerized system of new and existing files/documents for the Division;
- Examines and validates all Entries made to the Court Information Management System by the Data Entry and Scanning Clerk to ensure completeness and correctness;
- Prepares reports on incidence of error detected in documents;
- Updates system (example where there is judgment or some other mechanism for disposal of the matter);
- Vets the entries made by Data Entry Scanning Clerks;
- Prints Minute Sheets with hearing dates for the appropriate folders;
- Ensures that all documents for new matters received are scanned and updated to the Court Information Management System;
- Ensures that all Minutes of Order and other Judgements made by the Court are accurately scanned and entered into the Court Information Management System;
- Assists with the generation of new claim numbers;
- Generates reports from the Court Information Management System, as requested by the Supervisor/Court Coordinator/Registrar;
- Ensures that all files are properly logged in and out of the Filing Unit;
- Scans Judgements for Court of Appeal Hearings.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills;
- Good time management skills;
- Excellent Supervisory Management skills;
- Good organizational and planning skills;
- Good customer relations skills;
- Good interpersonal relationship building skills;
- Ability to work in a team;
- Adaptability;
- Good analytical skills;
- Good Report Writing skills;
- Ability to prioritize and problem-solving effectively;
- 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

- Degree in Computer Studies or equivalent qualification from an accredited Institution.
- OR
- Diploma in Computer Studies with (3) years related experience;
- One (1) years' experience in a related field.

Applications accompanied by résumés should be submitted **no later than Thursday, 26th September, 2024 to:**

Senior Human Resource Officer
Human Resource Department
Supreme Court
Kings 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.



Desreen Smith (Mrs.)
for Chief Personnel Officer