



Office of the Services Commissions

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CIRCULAR No. 435 **OSC Ref. C.4515**

7th November, 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 post of **Digital Recording Clerk (MIS/IT 2) (Vacant)** in the **Supreme Court**, salary range \$2,190,302 – \$2,945,712 per annum.

Job Purpose

The Digital Recording Clerk is responsible for providing high-level Audiovisual (AV) support and advice to courtroom staff.

Key Responsibilities

- Responds to requests from the Infrastructure Manager;
- Maintains the Court's AV equipment by researching and advising the maintenance and replacement of equipment, as well as specifications of same to be ordered;
- Cleans and maintains equipment, reporting damages to the Infrastructure Manager;
- Diagnoses and resolves issues related to audiovisual media systems;
- Documents the repairs and maintenance of audiovisual media systems;
- Assists with management of AV inventory;
- Co-ordinates the processing of audiovisual recordings by setting up and supporting Audio/Video conferencing, ensuring all related sites are connected on time and transmitting good audio;
- Troubleshoots all audio/video conferencing issues;
- Investigates faults and recommends further actions to remedy;
- Captures Court proceedings in digital formats as the Chief Operator of audio/video recording software;
- Ensures the Courtroom's audiovisual environments are clean, presentable and free of any occupational hazards;
- Maintains a library of recorded files that can be accessed on demand from a database;
- Co-ordinates the installation processing of audiovisual queries by consulting with clients to determine their needs;
- Maintains contact with external stakeholders to satisfy information needs of clients;
- Prepares quotations for recording material requested;
- Co-ordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for court hearings and presentations;
- Assists with the preparation of the budget by providing information on the capital cost of purchasing new equipment, replacing equipment and supplies, the cost of servicing equipment;
- Documents technical metadata for preservation and access to audio visual resources;
- Keeps abreast of trends and issues pertinent to role and function;
- Submits progress reports on work-related activities and other assigned projects;
- Liaises with the Head of Department in the identification of training opportunities for technical staff;
- Conducts on-the-job training for technical staff;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations;
- Understanding of information technology tools and techniques;
- Proficiency in utilizing existing and/or new technologies;
- Good oral and written communication skills;
- Good time management skills;
- Good planning and organizing skills;
- Good customer relations skills;

- Good interpersonal relationship building skills;
- Ability to work in a team;
- Adaptability;
- Ability to prioritize and solve problems effectively;
- Ability to use initiative;
- Integrity and confidentiality.

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 three (3) years' related experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th November, 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**