



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 487 **OSC Ref. C.4515⁴**

5th December, 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. **Human Resource Officer (Staffing) (GMG/AM 4) (Vacant)**, salary range \$2,803,771 - \$3,770,761 per annum.
2. **Senior Court Assistant (PLG/LS 4) (Not Vacant)**, salary range \$2,190,302 - \$2,945,713 per annum.
3. **Digital Recording Clerk (MIS/IT 2) - (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Human Resource Officer (Staffing) (GMG/AM 4)

Job Purpose

The incumbent will be responsible for providing support to the Senior Human Resource Officer in co-ordinating the staffing, recruitment and records management functions in accordance with established GOJ standards.

Key Responsibilities

- Types and prepares documents, orders, reports, referrals and other related paperwork;
- Submits recommendations for temporary employment, permanent appointments, acting appointments, promotions, transfers, secondment, termination and resignations to Office of the Services Commissions (OSC) and Registrar for approval;
- Requests performance evaluation reports from Department/Divisions to process appointment or promotion, for Increments and Seniority Payments;
- Processes request for special allowance, increments and seniority;
- Advises employees and the relevant offices of the Office of the Services Commissions decisions for acting appointments, temporary employment, promotions, appointments, resignations and termination, and ensures the Salaries Unit is advised to effect payments or cessation of payments;
- Liaises with relevant offices to obtain information and follows-up on delegated assignments;
- Follow-ups on request for Probationary Reports from Divisions/Registries of the Supreme Court, ensuring that the prescribed forms are appropriately completed for submission to the OSC;
- Verifies the operation of posts prior to making submissions for employments/assignments;
- Requests Post Operations Committee (POC) approval to activate vacant/separated positions;
- Prepares and disseminates advertisements for vacant and non-vacant position internally and externally;
- Manages the application process, downloads resumes and prepares the shortlisting matrix of applicants to invite to interviews; shortlists candidates for interview;
- Prepares interview documents such as interview and assessment rating sheets for interview, Interview Kits for members of interview panel;
- Liaises with candidates and informs them of date and time of interview, as well as providing them with relevant information to facilitate easier access to the interviewing process;
- Prepares resource material for Assessment Centres and interviews for all candidates and panellists;
- Co-ordinates logistic arrangements (meeting room, refreshment etc.) for the Assessment Centres and interviews;

- Tallies results from Interviews and Assessment Centres and submits final report to Senior Human Resource Officer for review, before submission to Registrar/Office of the Services Commissions for final decision;
- Prepares letter to request references/referee reports and follows up with request to ensure receipt of the report;
- Prepares and dispatches letters to all unsuccessful candidates and "Offer Letters" to successful candidates;
- Creates and maintains recruitment folders;
- Conducts background checks of successful applicants;
- Develops and maintains an effective and efficient records management system for all staff in the supreme Court;
- Visits assigned Divisions/Registries to check and ensure that personal records are properly maintained by the Supervisors;
- Assists with conducting orientation programmes for new employees so as to ensure that they are aware of the policies, procedures and regulations of the Department;
- Provides advice on Human Resource related matters to the Court staff;
- Updates and maintains staff list accordingly;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent planning, organizing and co-ordinating skills;
- Ability to communicate effectively, both orally and in writing;
- Ability to work on own initiative and with a team;
- Good customer service and interpersonal skills;
- Ability to work under pressure and meet deadlines;
- Reliable, flexible and ability to multi-task.

Technical

- Knowledge and understanding of the Supreme Court procedures/operations;
- Proficient in the use of computer applications;
- Sound knowledge of the Government Human Resource Policies and Procedures, Rules and Regulations relating to employment in the Public Service;
- Excellent knowledge of the recruitment, transfer and secondment processes with specific reference to the role of the Public Service Commission;
- Sets and maintains high performance standards;
- Attention to detail, accuracy and completeness;
- Maintains a high level of productivity and self-direction;
- Excellent knowledge of Government of Jamaica Records Management Systems.

Minimum Required Qualification and Experience

- Bachelors of Science Degree in Human Resource Management/Business Administration or any related social science Degree, with at least one (1) year related experience in a similar environment.

OR

- Associate of Science Degree in Human Resource Management/Business Administration or related area, with three (3) years' working experience, with at least two (2) years in the Human Resource environment.

2. Senior Court Assistant (PLG/LS 4)

Job Purpose

The incumbent will be responsible for file preparation, maintenance and closure, ensuring that files that are passed to the Registrar are adequately prepared.

Key Responsibilities

- Reviews the weekly Court List and identifies cases scheduled for Hearing to compile files for the assigned dates and Courts/Chambers;
- Organizes sensitive and/or confidential documents, information and data for cases/files to be presented in Court/Chamber;
- Ensures necessary steps for case readiness are conveyed to the Case Progression Officer within sufficient time for action prior to trial date;
- Ensures that all documents pertinent to the trial are enclosed on the file on the day ahead of the trial;

- Locates Court orders, checks and presents the orders to the relevant offices for signing;
- Reviews the Court List and identifies matters to be brought before the Master in the week ahead;
- Records Judges Bundle in log-book, noting particulars of case therein;
- Liaises with the Court Manager and the Scheduling Officer to maintain and co-ordinate the daily diary of the Court;
- Communicates with attorneys-at-law regarding trial matters;
- Prepares adjournment sheet in respect of matters adjourned , and submits same to officer in charge of scheduling for entry in diary;
- Receives files returning from Court/Chambers and completes statistical data sheet, indicating the outcome of Cases/Hearing;
- Prepares all orders for the Masters' signature;
- Prepares requisition for additional information for matters that are adjourned;
- Prepares files for new petition, and create duplicate files, where necessary;
- Examines, critically, all documents submitted by clients to ensure proper completion prior to filing of document;
- Examines critical all application for compliance with legal requirements
- Receives and addresses correspondence relating to Case Management Conference, pre-trial review, substituted service, and application to remove the name of attorneys-at-law from the record etc.;
- Participates in the development and maintenance of databases with information from Court, including orders and pleas;
- Scans and enters information from documents on JEMS;
- Sorts files with applications and logs them to the officer responsible for scheduling;
- Assists in vetting and typing certified copies;
- Assists clients at the information window;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent time management skills;
- Excellent customer relations skills;
- Excellent interpersonal skills;
- Ability to work in teams;
- Strong organizational and planning skills;
- Ability to prioritize and problem-solving effectively;
- Ability to use initiative;
- Ability to exercise a high level of integrity and confidentiality.

Technical:

- Sound knowledge and understanding of the roles and functions of the Court System;
- Sound knowledge and understanding of the Supreme Court procedures/operations;
- Excellent understanding of the legal jargons/laws and subsidiary legislations;
- Sound knowledge of the Government of Jamaica Records Management procedures;
- Proficient in the use of the relevant computer applications.

Minimum Required Qualification and Experience

- Paralegal Training with five (5) years' experience in a similar environment.
- OR**
- An Associate Degree in Public Administration or Management Studies or Human Resource Management with three (3) years' experience in a similar environment.

3. Digital Recording Clerk (MIS/IT 2)

Job Purpose

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

Key Responsibilities

- Responds to requests from the Infrastructure Manager;

- Maintains the Court's Audiovisual 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 roles and functions;
- 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 organizational and planning skills;
- Good customer relations skills;
- Good interpersonal relationship building skills;
- Ability to work in a team;
- Adaptability;
- Ability to prioritize and problem-solving effectively;
- Ability to use own initiative;
- Integrity and confidentiality.

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with one (1) year related 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.

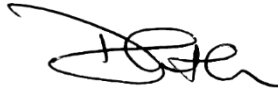
Applications accompanied by Résumés should be submitted **no later than Wednesday, 18th December, 2024 to:**

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