



Office of the Services Commissions

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CIRCULAR No. 16 **OSC Ref. C.5849/S15⁶**

15th January, 2025

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Data Entry Statistical Officer (MIS/IT 2) – (Not Vacant)** in the **Parish Court - St. Catherine, Court Administration Division** salary range \$1,711,060 - \$2,301,186 per annum.

Job Purpose

Under the supervision of the Chief Statistician, the incumbent is responsible for capturing data electronically on the progression of cases from initiation/entry to disposition. This will be done using the Case Information Statistical System (CISS) for the various business lines in the Courts.

Key Responsibilities

- Enters data on Civil, Criminal and Family Cases at the point of entry into the CISS;
- Updates the data system on a daily basis, using the Court Sheet, Court Files and other records of the Court;
- Ensures that CISS are up-to-date with all case events as close as possible to real-time;
- Produces micro-statistical reports for internal stakeholders
- Facilitates electronic data searches;
- Provides timely and accurate data to support case flow management;
- Ensures that all electronic data are consistent, stored and submitted for processing on a monthly basis;
- Assists with the production of Court List;
- 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
- Highly methodical
- Ability to use initiative
- Good problem-solving, decision-making skills
- Good planning and organizing skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in teams
- Good analytical skills

Technical:

- Proficient in the use of relevant computer applications
- Excellent time management skills
- Knowledge of and ability to use Court/Legal jargons
- Excellent data entry skills
- Great attention to detail

Minimum Required Qualification and Experience

- Four (4) CXC subjects including English Language, Information Technology and a numeric subject;
- Typing at 24-30 wpm.


Applications accompanied by Résumés should be submitted **no later than Tuesday, 28th January, 2025 to:**

Senior Director
Human Resource Management and Administration
Court Administration Division
Public Building West
King Street
Kingston

Email: hrma@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