



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 65 **OSC Ref. C.5849/S15⁶**

11th February, 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 fill the **vacant** post of **Assistant Clerk 2 (PLG/LS 4) - (2 posts - Clarendon and Hanover Parish Courts), Court Administration Division** salary range \$2,190,302 - \$2,945,713 per annum.

Job Purpose

Under the supervision of the Court Operation Manager, the incumbent manages the Criminal Desk by recording Criminal Matter for submission in the relevant Court.

Key Responsibilities

Technical/Professional:

- Attends Petty Session in the absence of the Deputy or Clerk of Court;
- Receives and checks coroners file;
- Records information and files in Index book;
- Records information in Court sheet;
- Prepares subpoena for witness;
- Prepares documents on the results of a Coroner's inquest;
- Prepares Jurors claim forms for submission;
- 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
- Good interpersonal relations and customer service skills
- Ability to use initiative
- Ability to exercise a high level of integrity and confidentiality on the job;
- Ability to work in a teams

Technical:

- Sound knowledge of the Parish Court Act and other relevant legislation
- Sound knowledge of Jamaica laws
- Sound knowledge of Government Records Management procedures and practices
- Proficient in the use of relevant Computer Applications
- Good knowledge of the organization's policies, procedures and mandate

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O' Level including English and Mathematics;
- Two (2) years working experience in a related environment.

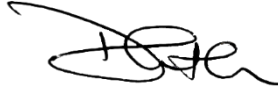
Applications accompanied by Résumés should be submitted **no later than Monday, 24th February, 2025 to:**

**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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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