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CIRCULAR No. 50
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5th 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/be assigned to the following posts in the **Court of Appeal**:

1. **Executive Secretary 1 (OPS/SS 4) - (Vacant)**, salary range \$2,190,302 - \$2,945,712 per annum.
2. **Senior Secretary (OPS/SS 3) - (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
3. **Records Officer 1 (PIDG/RIM 2) - (Not Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
4. **Data Entry Clerk (MIS/IT 2) - (Temporarily 2 years)**, salary range \$1,711,060 - \$2,301,186 per annum.

1. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the direction of the Registrar, the incumbent enables the smooth and efficient operations of the office, by providing secretarial and administrative support to two (2) Judges of Appeal.

Key Responsibilities

- Types and proofreads draft judgments from manuscripts;
- Transcribes oral judgments from Dictaphone and presents to judges for editing;
- Takes dictation, transcribes notes and reproduces documents;
- Composes letters and memoranda from general instructions and issues routine information regarding administrative and departmental matters;
- Conducts research on judicial quotations necessary for inclusion in judgments to be delivered in the Court;
- Files and maintains an accurate record of judgments delivered in the Court of Appeal for easy reference;
- Files in date sequence Bills and Acts, Proclamations, Rules and Regulations in the Jamaica Gazette;
- Establishes and maintains a system for the control and safe keeping of classified, secret and confidential documents and reports;
- Maintains an up-to-date records management system of documents including correspondence, judgments and other legal and official matters;
- Schedules appointments, conferences and follows-up to ensure appointments are kept;
- Reproduces in the correct format, a variety of documents, as instructed by Judges;
- Drafts and responds to routine correspondence as directed by Judges/Registrar;
- Re-routes correspondence to relevant officers/departments;
- Monitors incoming calls/clients, routes and directs accordingly;
- Liaises with Judges and other members of staff, in order to give/receive information as directed by the Registrar;
- Screens and directs calls and visitors as appropriate ;
- Performs any other related duties as instructed by the Judges/Registrar.

Required Knowledge, Skills and Competencies

- Knowledge of the Organization mandate/objective
- Knowledge of administrative and clerical procedures
- Excellent knowledge of office practices and procedures
- Excellent interpersonal skills
- Excellent oral and written communication skills

- Excellent time management skills
- Ability to use initiative
- Proficient in using the relevant computer software

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus five (5) years' general office experience;
- OR**
- Graduation from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus five (5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE O'Level; training in the use of a variety of software applications and five (5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

2. Senior Secretary (OPS/SS 3)

Job Purpose

Reporting to the Director, Human Resource and Administration, the Senior Secretary is responsible for providing administrative and secretarial support services to ensure that the Director's office is operated in an efficient and effective manner.

Key Responsibilities

- Maintains schedule of appointments and official engagements of the Director, Human Resource and Administration, and issues reminders to ensure fulfilment;
- Prepares notices, notifications, forms, memoranda, letters and other correspondence for Director, Human Resource and Administration's review and signature;
- Distributes mail, correspondence and files;
- Prepares monthly reports;
- Ensures the proper recording of incoming and outgoing mail;
- Liaises, as necessary, between the Director, Human Resource and Administration and the other staff for dissemination of information and instructions;
- Responds to telephone calls and directs calls to the appropriate member of staff;
- Maintains an electronic data retention and tracking system for human resource documents and personnel files;
- Reviews correspondence and reports prepared for the Director, HR&A's signature, to ensure that all pertinent matters have been accounted for and dealt with;
- Monitors telephone calls, appointments and visits to the Director, Human Resource and Administration, by internal and external stakeholders;
- Seals and dispatches Secret and Classified correspondence;
- Follows-up on requests to the building, procurement and Human Resource department (CAD);
- Provides necessary logistic support for meetings, by arranging meetings and informing attendees;
- Co-ordinates, arranges and prepares for interviews during recruitment processes;
- Updates staff list for the Director, Human Resource and Administration quarterly review and verification;
- Assists in providing internal and external stakeholders with routine information in relation to the Court's processes, as directed;
- Provides prompt, efficient and effective delivery of support services to the Director, Human Resource and Administration;
- Retrieves files, reports and other information from registry, in accordance with established standards, as required, by the Director, Human Resource and Administration;
- Develops and maintains an accurate and efficient filing system;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Excellent time management
- Excellent planning and organizing skills
- Ability to demonstrate a high level of initiative, professionalism and confidentiality
- Excellent administrative and secretarial skills
- Excellent customer service
- Excellent interpersonal skills
- Proficiency in relevant computer applications
- Ability to work in teams

Minimum Required Qualification and Experience

- CXC or GCE 'O'Level subjects including English Language; successful completion of the prescribed Secretarial Course of study at the Management Institute for National Development (MIND) or any Accredited Secretarial Studies, proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, plus four to five (4-5) years' general office experience;
- OR**
- Graduated from an accredited school of Secretarial Studies with proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute, training in the use of a variety of software applications e.g., word processing, database and spread sheets; English Language at CXC or GCE 'O'Level; completion of the appropriate Office Professional Training Course at the Management Institute for National Development, plus four to five (4-5) years' general office experience;
- OR**
- Successful completion of the Certified Professional Secretary course; proficient in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute; English Language at CXC or GCE 'O'Level; training in the use of a variety of software applications and four to five (4-5) years' general office experience plus the appropriate Office Professional Training Course at the Management Institute for National Development.

3. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the direction of the Director, Human Resource and Administration, the incumbent assists with the administration of staff policies and programmes, employee relations, welfare and benefits programmes, and maintains staff service records for assigned groups of employees.

Key Responsibilities

- Explains personnel rules and procedures to employees in order to provide awareness of their rights and obligations;
- Assists with reviews requests for classification, conducts job analysis and makes input to Job Descriptions for approved requests;
- Provides information to employees on available benefits and entitlement and provides advice/guidance in their utilization;
- Liaises with relevant Authorities/Agencies/Ministries on staff welfare issues;
- Processes applications for health cards, special allowances and loans to the Ministry of Finance and the Public Service and the Accountant General's Department;
- Prepares submission for payment of relevant allowance (annual increment, qualification increment/seniority allowance, uniform);
- Processes application for travelling officers to use motor vehicle in the execution of their official duties;
- Assists with the Performance Appraisal Reports and advises staff on available course of action;
- Updates the electronic database (staff list, PEPAS and service records);
- Examines probationary reports to ensure that they are completed in the correct format for further submission to the Office of the Services Commissions (OSC);
- Liaises with Ministry of Health and Wellness (MOH&W) on medical examinations for newly appointed staff;
- Ensures that files are prepared for new employees;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent interpersonal
- Excellent customer services skills
- Excellent knowledge of records management policies and procedures
- Good written and oral communication skills
- Knowledge of the Court Rules and procedures
- Excellent knowledge of the Staff Orders
- Excellent knowledge of the Public Service Regulations
- Knowledge of the Pensions Act
- Knowledge of the Records Management and Access to Information Act
- Working knowledge of the relevant computer software applications
- Ability to lead effectively and work in teams
- Keen eye for detail

Minimum Required Qualification and Experience

- Graduated from a Secondary institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus a minimum of three to four (3-4) years' experience at the Level 1 or an equivalent academic training and experience;
- Certificate/Diploma in Public Administration/Personnel Management/Records Management with one - two (2) years' experience would be an asset

4. Data Entry Clerk (MIS/IT 2)

Job Purpose

Under the direction of the Registrar, the incumbent ensures that documents filed and/or generated in all cases in the Court of Appeal are scanned and uploaded on the Court's Judicial Case Management System (JCMS), as required.

Key Responsibilities

- Vets all documents prior to scanning;
- Checks all scanned documents before uploading on the JCMS to ensure accuracy in the scanning process;
- Uploads documents filed in the registry on to the JCMS, ensuring that the documents being uploaded are linked to correct Court files/file numbers, parties and attorneys;
- Uploads documents generated by the Court on to the corresponding files on the JCMS;
- Creates and maintains an accurate log of documents scanned and uploaded;
- Scans Judgements produced by the Court and uploads them on to the Court's Website;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Keen eye for detail
- Knowledge of the Court Rules and procedures
- Excellent understanding of Information Technology tools and techniques
- Proficiency in utilizing existing and/or new technologies
- Good time management skills
- Good organizing, planning and problem-solving skills
- Adaptability
- Knowledge of legal terminology
- Ability to work in team
- Good customer service and interpersonal skills

Minimum Required Qualification and Experience

- A Diploma in Computer Studies or equivalent qualification from an accredited Institution plus one year's related experience;
- OR**
- Four (4) CXC/GCE subjects including English Language, Information Technology and Mathematics or Accounts, plus three years' related experience.


Applications accompanied by Résumés should be submitted **no later than Tuesday, 18th February, 2025 to:**

Director
Human Resource and Administration
Court of Appeal
Public Building West
King Street
Kingston

Email: careers@courtofappeal.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