



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 41 **OSC Ref. C.4515⁵**

31st 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 fill the following **vacant posts in the Legal Transcription Unit, Supreme Court's Office:**

1. **Legal Transcriptionist Editor (OPS/SW 3)**, salary range \$3,501,526 - \$4,3709,163 per annum.
2. **Legal Transcriptionist (OPS/SW 2)**, salary range \$2,803,771 - \$3,770,761per annum.

1. Legal Transcriptionist Editor (OPS/SW 3)

Job Purpose

Under the direction of the Registrar, the Legal Transcriptionist Editor, will be responsible for reviewing and editing transcriptions generated by Digital Court Reporters. The role is crucial in ensuring the accuracy, clarity and completeness of Court proceedings recorded in digital format. The incumbent will work closely with a team of Court Reporters, legal Transcriptionist, and ICT personnel to deliver high-quality, error-free transcripts for legal/Court purposes.

Key Responsibilities

- Reviews digital transcripts of Court proceedings for accuracy, grammar, punctuation, spelling and formatting errors. Ensures the content is complete and complies with relevant legal requirements and guidelines thoroughly;
- Corrects and annotates any errors, inconsistencies, or missing information in the transcript using appropriate editing techniques. Pays close attention to technical terms, proper names, and legal terminology;
- Adheres to established quality control processes to maintain high-quality standards. Verifies accuracy and integrity of recorded content, making necessary corrections or seeking clarifications, as needed;
- Collaborates with digital court reporters, proofreaders, and other team members to address any concerns, share feedback, and resolve issues related to the transcript quality or content;
- Conducts research, as required, to validate facts, case citations, legal terminology, and other relevant information within the transcripts. Cross-reference information to ensure accuracy and completeness;
- Handles sensitive and confidential information with the utmost discretion and maintain confidentiality of all legal proceedings and related materials;
- Keeps abreast of changes in legal procedures, terminology and regulations, to ensure accurate and up-to-date editing of Court transcripts;
- Manages workload, prioritizes tasks and meets deadlines in a fast-paced environment with multiple transcription projects efficiently;
- Provides transcripts to the Court, Court Users, and other parties, in accordance with established policies, and any relevant statute or rules of the Court;
- Makes annotations in Court using Digital Recording Software;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of legal document formats, legal processes and procedures, and legal and/or medical terminology
- Considerable knowledge of English Language Usage, including but not limited to grammar, punctuation and spelling
- Considerable knowledge of hardware and software, which may include networks, word processing and database software
- The ability to use electronic recording equipment and software
- The ability to listen and concentrate for extended periods of time and work under pressure during intense Court proceedings
- The ability to prioritize and organize workload to meet transcript production guidelines
- The ability to use reference materials to research citations terminology or quotations that may have been submitted, cited or utilized in Court
- Ability to work in teams
- Keen eye for details
- Good time management skills
- Good organizational and planning skills
- Ability to use own initiative
- Ability to exercise a high level of integrity and confidentiality

Minimum Required Qualification and Experience

- Bachelor's Degree in English, Journalism, Legal Studies, or a related field;
- Previous experience as a Court Reporter, Legal Transcriptionist or in a similar editing role is highly preferred.

OR

- Diploma/Associate Degree in English, Journalism, Legal Studies or a related field.
- Previous experience as a Court Reporter, Legal Transcriptionist or in a similar editing role is highly preferred;
- Three (3) year's working experience in a related environment

2. Legal Transcriptionist (OPS/SW 2)

Job Purpose

Under the direct supervision of the Legal Transcriptionist Editor, the incumbent provides a verbatim transcript of Court proceedings, hearings and conferences from recordings made utilizing an Audio Digital Court Recording system. The Legal Transcriptionist will be required to achieve and maintain established accuracy and time standards and comply with relevant rules of Court or stipulated guidelines. The Transcriptionist is required to transcribe audio proceedings from the Criminal, Civil, Gun Courts, Plea and Case Management Hearings, for the Courts.

Key Responsibilities

- Transcribes, proofreads, edits and prepares verbatim transcripts of Courts proceedings;
- Provides transcripts to the Registries, as required, in keeping with SOPs;
- Maintains confidentiality of proceedings in audio and written form;
- Archives all proceedings using the approved database for entry and retrieval of information;
- Ensures that transcripts are certified;
- Provides copies of the transcript of Court proceedings to attorneys or other interested parties upon request, according to stipulated procedures;
- Enters records of cases in respective register;
- Prepares transcripts for review by Senior Legal Transcriptionist Editor (for ease of flow this could be placed at bullet point 1 above);
- Archives transcripts electronically for long-term storage and retrieval, maintaining a secure and organized record of proceedings;
- Produces status report of cases for review by the Legal Transcriptionist Editor;
- Edits, proofreads and enters transcripts in computer;
- Collates transcripts for dissemination or filing;
- Files storage, device and verbatim notes, etc.;
- Maintains diaries of scheduled assignments by Transcriptionist.

Technical/Professional:

- Records cases in log book/register for future reference;
- Collates documents for submission to the Criminal Registry, Director of Public Prosecution, Court of Appeal and other stakeholders, as may be required;
- Maintains diaries of scheduled assignments;
- Maintains filing systems for collated transcripts, electronic notes and storing devices;
- Attends 'locus in quo', when required;
- Maintains standard dictionary for real-time usability;
- Gives viva voce evidence in Court of specified proceedings, when requested;
- Records proceedings conducted via audio format;
- Transcribes from audio recording to produce transcript of proceedings;
- Records and maintains digital audio recordings of the proceedings to serve as a backup and for verification purposes;
- Applies timestamps to the transcript to indicate the timing of statements made during the proceedings, facilitating easy reference;
- Utilizes software to identify different speakers during the proceedings, ensuring accurate attribution of statements;
- Adds annotations and special markings to the transcript to highlight important points, objections, or relevant information, as requested by legal professionals;
- Enables keyword search functionality in transcripts to assist legal teams in quickly locating specific sections, for research and fact-checking purposes;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies***Core:***

- Excellent hearing and listening skills
- Sustained intense concentration
- Excellent oral and written communication skills
- Excellent time management skills
- Excellent planning and organizational skill
- Well organized and detail oriented
- Ability to trouble-shoot equipment
- Ability to use time and resources effectively and efficiently
- Ability to multi-task

Technical:

- Excellent command of English Language, grammar and spelling
- Sound knowledge and understanding of the Supreme Court proceedings would be an asset
- Excellent understanding of the legal jargons/laws and subsidiary legislations used in Court proceedings
- Proficient in the use of the computer applications, in particular, Microsoft Word.

Minimum Required Qualification and Experience

- Four (4) CXC subjects, including passes in English Language and Mathematics;
- Certification in Computer Data entry at a minimum speed of 80 wpm;
- Certification in Paralegal studies would be an asset.

Special Conditions Associated with the Job

- Extended working hours;
- Long hours sitting;
- Travelling islandwide.

Applications accompanied by Résumés should be submitted **no later than Thursday, 13th February, 2025 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