



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 90 **OSC Ref. C. 6123⁴**

27th 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 **Temporary posts in the Administrator-General's Department:**

1. **Attorney-at-Law (Grade 6) - Legal Services Department**, salary range \$5,198,035 - \$6,990,779 per annum and any allowance(s) applicable to the post.
2. **Legal Secretary (Grade 4) - Legal Services Department**, salary range \$2,803,771 - \$3,770,760 per annum.
3. **Case Officer (Grade 4) - Operations Department**, salary range \$2,190,302 - \$2,945,713 per annum.

1. Attorney-at-Law (Grade 6)

Job Purpose

The incumbent is responsible for providing legal knowledge and support to the Agency, to achieve its mission, objectives and targets, attending Court on behalf of the Agency, initiating and conducting litigation on behalf of estates regarding all legal claims to protect beneficiaries, clients, and creditors. The incumbent will also manage assigned files in an efficient manner and mitigate against risk exposure to the Administrator-General for Jamaica and the Agency

Key Responsibilities

- Prepares all documents required for Grants of Administration or Instruments of Administration;
- Prepares all Court documents on behalf of the Administrator-General, including affidavits, summons and statement of claim;
- Prepares Notice to Quit;
- Prepares and files Plaintiff's Complaint and particulars of claim, ensuring accuracy;
- Liaises with Senior Legal Secretary and Property Services Section regarding filing and service of legal documents for matters in the Parish Courts for recovery of possession and/or rental arrears;
- Completes sale of estate properties, including but not limited to the preparation of Agreements for Sale and Instruments of Transfer, Caveat searches, preparation of Statements of Account, preparation of Letters of Undertaking, communication with Purchaser/Purchaser's Attorney-at-Law, and all other steps required to complete the sale;
- Prepares Restrictive Covenant Modification Applications regarding sub-division of estate property, boundary encroachments;
- Prepares Caveat entries, transmissions and documents concerning endorsements on titles;
- Initiates and completes claims against delinquent tenants in estate property, for rental arrears and/or recovery of possession;
- Initiates and completes claims against squatters in estate property, for recovery of possession;
- Responds to all Applications for Declaration of Paternity and/or Spouseship made by external parties, to which the Department may or may not have an interest, and to attend Court;
- Liaises with external organizations and Attorneys on relevant matters;
- Attends Court, as required;
- Interviews, meets with or conferences with client(s) to process legal actions;
- Reviews relevant legislation and recommends amendments;
- Makes proper charges against estates for legal work undertaken;
- Advises all sections on client work done and status of cases;
- Commences and litigates claims in the Parish Court, Supreme Court and Court of Appeal, on behalf of estates;
- Defends estates in claims filed in the Parish Court, Supreme Court and Court of Appeal;
- Negotiates settlements with insurance companies and related parties;

- Attends and represents the Administrator-General for Jamaica at Mediation Sessions;
- Examines ways and means of solving and closing complex estates;
- Advises Administrator-General on Legal aspects of estates;
- Prepares and submits periodic reports on work undertaken to Senior Legal Executive;
- Performs other related functions and special projects as assigned, from time to time, by the Senior Legal Executive.

Management/Administrative:

- Represents the AGD at meetings, conferences and other fora, as required;
- Analyzes the assigned portfolio of cases and makes recommendations, as necessary, to enable effective management and timely completion of litigation routinely;
- Prepares reports and other documents for internal and external reporting, as required;
- Contributes to the development of the Section's Operational Plan;
- Ensures that dates are obtained in a timely manner from Court, and the Registrar is prompted to refer matters to Mediation, Case Management Conference and Assessment of Damages Hearing, and Default Judgements are entered in an expeditious manner;
- Provides technical and administrative guidance to Senior Legal Secretary and Legal Secretaries and other Branches on matters;
- Provides supervision and guidance to Legal Secretaries in the management of their files to include Instrument of Administration, Instrument of Distribution, Letters of administration, rental arrears and recovery of possession and sale of estate of properties.

Other:

- Conducts internal training sessions;
- Contributes to the periodic review of the legislations guiding the administration of estates, as required;
- Participates in public education/relations programmes, such as road shows, expos, conferences, as directed;
- Assists in review and editing of contracts regarding the Administrator-General's and the Department;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Executive and/or the Administrator-General for Jamaica.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good presentation skills
- Good analytical and judgement skills, with keen attention to detail
- Good planning and organizing skills with the ability to work under pressure and meet tight deadlines
- Good supervisory skills
- Excellent knowledge of Civil Procedure and Court of Appeal Rules, Administrator-General's Act, Intestates' Estates and Property Charges Act, Status of the Children Act, Registration of Titles Act, Fatal Accidents Act, Law Reform (Miscellaneous Provisions) Act and any other statutory regulation relevant to estate administration
- Excellent knowledge of Court procedures
- Demonstrates independent judgment
- Proactive and decisive worker who excels at resolving complex legal issues using a logical and methodological approach
- Excellent interpersonal skills with demonstrated capability to interface and maintain effective relationships internally and externally
- Ability to handle a high case load
- Ability to work on cases independently
- Working knowledge of relevant computer applications

Minimum Required Qualification and Experience

- Attorney-at-Law (qualified to practice in Jamaica);
- Three (3) years' related work experience;
- Two (2) years' practice in the Laws of Succession, with litigation experience.

2. Legal Secretary (Grade 4)

Job Purpose

The incumbent is responsible for providing secretarial and administrative support to the Senior Legal Executive and the Legal Services Section.

Key Responsibilities

- Creates Instruments of Administration, Instruments of Distribution and Letters of Administration, for filing to the Administrator-General or Court;
- Updates databases in the Section, regarding the progress of applications for instruments of administration, instruments of distribution, letters of administration and rent arrears matters;
- Types and prepares legal documents, correspondence, reports and Minutes for the Senior Legal Executive and Attorneys, within the stipulated timeframes;
- Prepares agendas for meetings and organises relevant information and documents;
- Takes Minutes at meetings and circulates within stipulate timeframe;
- Maintains diary of Court matters for the Senior Legal Executive and Attorneys;
- Retrieves and passes all files for Court to Senior Legal Executive and Attorneys, at least one week before the scheduled Court date;
- Ensures that the legal responsibilities of the rent arrears portfolio are managed and timeframes adhered to;
- Organizes client meetings and conferences and prepares relevant documents;
- Screens and routes telephone calls to Senior Legal Executive and Attorneys;
- Responds to requests made by the Courts, the Registrar of Titles and Stamp office, as directed;
- Responds to routine enquiries and correspondence, in accordance with guidelines given;
- Interfaces with private Attorneys-at-Law and members of the public seeking audience with the Senior Legal Executive and Attorneys; deals with matters within given authority;
- Establishes and maintains an efficient filing and record keeping system for the Section;
- Records the movement of files between Sections and on return to the Registry;
- Assists in the preparation and collation of standard monthly and quarterly reports;
- Performs any other related duties that may be assigned from time to time by the Senior Legal Executive.

Required Knowledge, Skills and Competencies

- Shorthand skills of 100 w.p.m.
- Typing skills of 60 w.p.m.
- Good analytical skills and sound judgement
- Good interpersonal skills
- Good time management and organizing skills
- Excellent oral and written communication skills
- Ability to work under pressure and to meet tight deadlines
- Good knowledge of relevant computer applications and packages including Windows, Excel and Microsoft Office
- Good paralegal knowledge with specific emphasis on the Laws of Succession, Conveyancing, Litigation and Court procedures

Minimum Required Qualification and Experience

- Paralegal Diploma or related qualifications;
- Secretarial Certification;
- Legal qualifications are an asset;
- Two (2) years' work experience in an office environment.

3. Case Officer (Grade 4)

Job Purpose

The incumbent will effectively administer assigned portfolio of estates in accordance with the law.

Key Responsibilities

Technical/Professional:

- Conducts investigations on all new cases assigned, including identifying and verifying assets liabilities and beneficiaries; develops case plan and refers to Case Attorney for review and approval; regularly reviews plans to ensure they remain relevant, discusses proposed changes with Case Attorney and makes adjustments to the plan as approved;
- Co-ordinates the collection of assets (including attending at Banks and other Financial Institutions to preside over the opening of Safety Deposit Boxes as necessary); settles liabilities and carries out any other activities necessary;
- Refers matters to Legal Services and Property Sections for action related to the Estates; ensures required information and documents are provided in order to minimise delays;

follows up to keep abreast of progress on matters;

- Conducts regular meetings with Property Officers to discuss course of action and status of properties within portfolio; conducts regular checks on the collection of rent/lease, payment of insurance, property tax and other standard liabilities, as well as the state of maintenance of properties; initiates action to address areas of concern and escalates to the Case Attorney for attention, where necessary;
- Conducts periodic visits to monitor the welfare of beneficiaries (in particular minors and the elderly) and the assets of the Estate, as may be necessary; refers cases of concern to the Social Worker for intervention, follows up to keep abreast of progress and provides necessary support within the scope of authority; prepares and submits report on visits;
- Conducts regular checks on financial status of estate and makes requests from beneficiaries/institutions and any other relevant party to initiate action (such as sale of property), where necessary, to generate funds to facilitate further administration of the Estate;
- Computes and submits for review, gratuity for dependants; processes other requests from beneficiaries and makes recommendation/s to Case Attorney, as appropriate, in response to request;
- Attends Court, as may be required, in respect of assigned cases.

Other:

- Participates in public education/relations programmes such as road shows, expos, conferences, as directed;
- Represents the Section internally at meetings and other activities, as required;
- Represents the AGD at meetings and on other occasions, as required;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Excellent analytical and problem-solving skills
- Excellent oral and written communication skills
- Excellent interpersonal skills with ability to effectively interact with persons at varying economic and social status
- Excellent Para-legal knowledge with specific emphasis on the Laws of Succession
- Ability to work under pressure and meet tight deadlines
- Working knowledge of relevant computer applications

Minimum Required Qualification and Experience

- First Degree in a relevant discipline **OR** Paralegal Diploma;
- Four (4) years related working experience.

Applications accompanied by résumés should be submitted **no later than Thursday, 13th March, 2025 to:**

**Director
Human Resource and Administration Executive
Administrator General's Department
12 Ocean Boulevard
Kingston**

Email: hadmin@agd.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**