



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. 40 **OSC Ref. C.4515⁵**

4th March, 2026

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 **Executive Secretary 1 (OPS/SS 4) – (Not Vacant)** in the **Court of Appeal**, salary range \$2,190,302 - \$2,945,712 per annum:

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.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 17th March, 2026** 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.



**M. Greene (Mrs.)
for Chief Personnel Officer (acting)**