



CIRCULAR No. 271
OSC Ref. C.5849/S15⁵

22nd June, 2023

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 **Human Resource Management and Administration Unit, Court Administration Division, Supreme Court:**

1. **Data Entry Clerk (MIS/IT 2) (Vacant)**, salary range \$1,550,136 - \$1,2,084,761 per annum.
2. **Secretary 2 (OPS/SS 2) (Not Vacant)**, salary range \$1,272,269 - \$1,711,060 per annum.
3. **Store Clerk (PIDG/RIM 1) (Not Vacant)**, salary range \$1,272,269 - \$1,711,060 per annum.
4. **Office Attendance (LMO/TS 1) (Vacant)**, salary range \$15,481 - \$22,166 per week

1. **Data Entry Clerk (MIS/IT 2)**

Job Purpose

The incumbent is responsible for maintaining an accurate and updated database to facilitate the speedy disposal of matters before the Courts.

Key Responsibilities

Technical/Administrative:

- Records information into the Index Book and Records Management Electronic Data Base;
- Prepares Court result letter;
- Locates Warrants and insert information into Records Management Electronic Data Base using the information on the Warrants;
- Retrieves case files from police officers and updates the Records Management Electronic Data Base System;
- Numbers case files and enters data daily into Process Book and onto the Records Management Electronic Data Base spreadsheet;
- Updates the Records Management Electronic Data Base spreadsheet daily for every Court using each Court Sheet;
- Generates Monthly Reports from the Records Management Electronic Data Base;
- Assists the general public;
- Answers queries from the general public regarding Court procedures, Court appearances, Court dates, adjournments and outstanding warrants;
- Performs any other related duties that may be assigned by supervisor from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Highly methodical
- Ability to use initiative
- Good problem-solving and decision-making skills
- Ability to exercise a high level of integrity and confidentiality on the job
- Ability to work in teams
- Good planning and organization skills
- Good Analytical skills

Technical:

- Proficient in the use of relevant Computer Applications
- Excellent time management skills
- Knowledge of and ability to use court/legal jargons
- Excellent Data Entry skills
- Great attention to detail

Minimum Required Qualification and Experience

- Four (4) CXC subjects (General Proficiency Grade I-III) including English Language and a numeric subject;
- Proficiency in the use of Microsoft Excel is an asset;
- One (1) year working experience in a related environment.

2. Secretary 2 (OPS/SS 2)

Job Purpose

Under the supervision of the Director, the Secretary 2 (OPS/SS 2) is responsible for providing administrative/secretarial services to facilitate the efficient operation of the Units.

Key Responsibilities

Technical/Professional:

- Takes dictation and reproduces letters, memoranda, Cabinet Notes/Submissions, certificates, Gazette Notices and reports from draft;
- Attends meetings to record Minutes and reproduces same for circulation;
- Responds to routine and other correspondence;
- Files correspondence and other materials and maintains a record of the movement of files;
- Establishes and maintains a system for the control of confidential files;
- Makes photocopy and fax documents;
- Maintains diary and schedules appointments and meetings;
- Receives, and screens visitors and ensures that they are directed to the relevant officers or office;
- Accesses and sends e-mail via internet;
- Directs telephone calls and messages;
- Assembles and disseminates information to internal and external personnel as requested;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal and people management skills
- Good oral and written communication skills
- Strong customer relations skills
- Good problem-solving and conflict management skills

Technical:

- Excellent secretarial skills
- Proficiency in keyboarding skills
- Proficiency in the relevant software applications

Minimum Required Qualification and Experience

- CXC or GCE 'O' Level English Language or equivalent with proficiency in typewriting at a speed of 40-45 words per minute; successful completion of the prescribed Office Professional Training Course at the Management Institute for National Development (MIND);

OR

- CXC or GCE 'O' Level English Language with proficiency in typewriting at a speed of 40-45 words per minute and training in word processing and spreadsheet applications. Graduated from an accredited Secretarial School with at least three (3) years' experience in the field;
- At this level, Shorthand at a speed of 80-100 words per minute would be an asset.

3. Store Clerk (PIDG/RIM 1)

Job Purpose

Under the directions of the Office Manager the incumbent provides clerical support to Procurement and Office Services Unit.

Key Responsibilities

- Updates and Records the distribution of office supplies, furniture and equipment in established data base;
- Distributes requested office supplies to Divisions within the Court Administration Division;
- Verifies deliveries of furniture, equipment and supplies to the Court Administration Division;
- Ensures that adequate supplies are available at all times by advising the Director when the goods in stores are at a low level;
- Assists with the preparation of Procurement Sheet for meeting;
- Assists in the preparation and submission of invoices for payments;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good interpersonal relations and customer service skills
- Good oral and written communication skills
- Ability to work in teams
- Keen eye for details

Technical:

- Working knowledge of Inventory and Procurement policy guidelines
- Working knowledge of the relevant computer software applications

Minimum Required Qualification and Experience

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level Subjects including English Language and a Numeric Subject plus on-the-job training in Records and Information Management.

4. Office Attendant (LMO/TS 1)

Job Purpose

Under the supervision of the Office Manager the incumbent provides ancillary services that will contribute to the overall effectiveness and efficiency of the Court Administration Division.

Key Responsibilities

Technical/Professional:

- Cleans all furniture, equipment and general work areas (part-time);
- Washes cutlery and utensils;
- Serves water/beverages;
- Prepares Conference Room for meetings, conferences and other functions;
- Prepares and serves refreshments for meetings, seminars and conferences;
- Collects and dispatches internal correspondence/files;
- Sorts and dispatches the Jamaica Gazette;
- Clears Dips in assigned areas;
- Dusts files as directed;
- Assists in collecting and dispatching mail and bank lodgements throughout the Corporate Area and other areas as directed;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Good customer service and interpersonal skill
- Ability to work in teams

Minimum Required Qualification and Experience

- Secondary school leaving certificate
- Food Handlers' Permit

- One (1) year related work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 4th July, 2023 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
25 Dominica Drive,
Kingston 5**

Email: hrma@cad.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.



**Merle I. Tam (Mrs.)
for Chief Personnel Officer**