

Office of the Services Commissions

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CIRCULAR No. 104 **OSC Ref. C.4515⁴**

27th May, 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 fill/be assigned to the following posts in the **Supreme Court's Office**:

1. **Case Progression Officer (GMG/AM 4) – (not vacant)**, salary: \$2,803,771 per annum.
2. **Juror Summons Preparation Clerk (PIDG/RIM 2) - (vacant)**, salary: \$1,711,060 per annum.
3. **Records Officer 1 (PIDG/RIM 2) - (vacant)**, salary: \$1,711,060 per annum.

1. **Case Progression Officer (GMG/AM 4)**

Job Purpose

The Case Progression Officer will proactively drive forward the effective and efficient progress of cases to a successful conclusion, to reduce adjournments, unnecessary witness attendance at Court and the number of ineffective trials, ensuring all cases are ready to proceed at the earliest Court hearing date.

Key Responsibilities

Technical/Professional

- Liaises with key stakeholders in the Justice System, ensuring readiness of all stakeholders for the case to progress to trial;
- Establishes a working relationship with relevant stakeholders to ensure the timely resolution of witness problems and that the witness is conformed to attend Court;
- Liaises with Counsel, witness, Police, Defence and Court Staff attending case conferences;
- Manages incoming communications and facilitates timely response and that action required are completed expeditiously;
- Arranges Pre-trial Hearing;
- Presents unresolved matters at the Pleas and Case Management Hearing, for resolution;
- Provides updates to the Court, on any matters which may affect the Case Progression;
- Informs parties of Judicial Orders and Directions made at the Plea and Case Management Hearings;
- Monitors compliance with Judicial Orders and Directions;
- Track cases to ensure papers are prepared and served within agreed time frame;
- Implements, reviews and maintains systems to enable prioritisation of cases, ensuring proactive and effective case progression;
- Ensures all trial files are reviewed in advance of the trial date to ensure trial readiness, checks are completed and communicated to the Courts;
- Ensures all Special category cases are flagged, captured and tracked for progress;
- Reviews Case Progression processes;
- Performs any other duties assigned.

Required Knowledge, Skills and Competencies

- Excellent oral and written communication skills
- Good research skills
- Good organizing and time management skills
- Excellent interpersonal relations skills
- Ability to exercise high levels of integrity and confidentiality on the job
- Ability to work with all kinds of clients
- Ability to pay attention to details

- Ability to work under pressure and meet deadlines
- Ability to use initiative
- Knowledge of Court/Judicial procedures
- Knowledge of the Resident Magistrate's Court Act and other relevant legislation
- Proficient in the use of relevant computer applications

Minimum Required Qualification and Experience

- Bachelors Degree in Social Science or its equivalent;
- Training in Paralegal Studies would be an Asset;
- Three (3) years' experience in a legal environment.

Special Conditions Associated with the Job

- Will be required to work extended hours to deal with disputes and other staff issues.

2. Juror Summons Preparation Clerk (PIDG/RIM 2)

Job Purpose

Under the general direction of the Chief Court Assistant, the incumbent selects from the approved source(s), names of persons to function as Jurors on Criminal and Civil cases island-wide. To provide the Superintendent of Police for the respective parishes with the list of names of prospective Jurors to facilitate serving of summonses.

Key Responsibilities

Management/Administrative

- Selects the names of prospective Jurors from approved listings for the fourteen (14) parishes, in accordance with the regulations;
- Types personal information on prospective Jurors in the prescribed format;
- Merges information into one (1) document, using the relevant computer application;
- Collates and stamps document/s;
- Prepares letter to respective Police Divisions/Court Offices regarding issuing of summonses island-wide;
- Assists the Juror Clerk in Orientations, Preparing Juror Claim Forms and any other matters affecting Jurors.

Required Knowledge, Skills and Competencies

Core:

- Excellent typing skills
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Excellent time management skills
- Ability to work in a team
- Proficiency in the use of the relevant computer application

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) one or an equivalent academic training and experience. One (1) year related experience.
- A Diploma in Paralegal Studies would be an asset.

3. Records Officer 1 (PIDG/RIM 2)

Job Purpose

The incumbent, under the general supervision of Records Officer 2 provides support to the Division by maintaining and updating official records, facilitates retrieval, access of files and support management audits and inventory exercises.

Key Responsibilities

Management/Administrative

- Creates Case Files for all new Estate matters filed in the Probate Division;
- Ensures that the covers of all new case files are properly populated with the correct information;
- Conducts search of Index Card and Court Information Management System;
- Ensures priority documents are brought to the attention of the appropriate personnel;
- Ensures documents are placed on files in the correct order and received by the appropriate personnel;
- Maintains record of the movement of files and updates Case File Location in Court Information Management System;
- Ensures that files requested are dispatched and files returned are re-shelved;
- Ensures documents filed for Court Hearings are made available to the Court;
- Ensures files are appropriately arranged in the Filing Room or Cabinets;
- Checks documents for compliance with Rules and Practise Directions;
- Receives and sort documents;
- Ensures that documents are accurately filed;
- Retrieves files for distribution;
- Facilitates requests for photocopying and printing of documents;
- Participates in scheduled audits of file in the Probate Registry;
- Participates in file inventory exercises.

Required Knowledge, Skills and Competencies

Core

- Good oral and written communication skills
- Good time management skills
- Good customer relations and interpersonal skills
- Good organizational and planning skills
- Ability to work in teams.
- Ability to exercise a high level of integrity and confidentiality

Technical

- Sound knowledge of the Government of Jamaica's Records Management procedures
- Sound knowledge and understanding of the Supreme Court's procedures/operations
- Working knowledge of the relevant computer software application records updated electronic and physically.

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) one or an equivalent academic training and experience.

Special Conditions Associated with the Job

- Dust nuisance
- Poor ventilation (storage rooms)

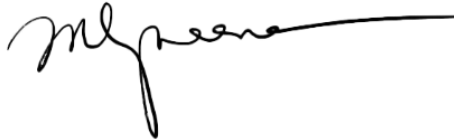
Applications accompanied by Résumés should be submitted **no later than Tuesday, 9th June, 2026 to:**

**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.

A handwritten signature in black ink, appearing to read 'M. Greene', with a long horizontal flourish extending to the right.

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