



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
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 107 **OSC Ref. C4515⁴**

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 be assigned to the posts of **Digital Recording Clerk (MIS/IT 2) – (6 posts) - (Not Vacant)** in the **Supreme Court's Office**, salary: \$1,711,060 per annum.

Job Purpose

The Digital Recording Clerk is responsible for providing high-level Audiovisual (AV) support and advice to Courtroom staff.

Key Responsibilities

- Respond to requests from the Infrastructure Manager;
- Maintain the Court's AV equipment by researching and advising the maintenance and replacement of equipment, as well as specifications of same to be ordered;
- Clean and maintain equipment, reporting damages to the Infrastructure Manager;
- Diagnose and resolve issues related to audiovisual media systems;
- Document the repairs and maintenance of audiovisual media systems;
- Assist with management of AV inventory;
- Coordinates the processing of audiovisual recordings by: setting up and supporting Audio/Video conferencing, ensuring all related sites are connected on time and transmitting good audio;
- Troubleshoot all audio/video conferencing issues;
- Investigate faults and recommend further actions to remedy;
- Be the chief operator of Audio/Video recording software responsible for capturing Court proceedings in digital formats;
- Ensure the Courtroom's audiovisual environment is clean, presentable and free of any occupational hazards;
- Maintain a library of recorded files that can be accessed on demand from a database;
- Coordinate the installation processing of audiovisual queries, by consulting with clients to determine their needs;
- Maintain contact with external stakeholders to satisfy information needs of clients;
- Prepare quotations for recording materials requested;
- Coordinates the installation of equipment (public address system, recording mechanisms, video recorders, etc.) used for Court hearings and presentations;
- Assists with the preparation of the Budget by providing information on the capital cost of purchasing new equipment, replacing equipment and supplies and the cost of servicing equipment;
- Document technical metadata for preservation and access to audio-visual resources;
- Keep abreast of trends and issues pertinent to role and function;
- Submit Progress Reports on work-related activities and other assigned projects;
- Liaise with the Head of Department in identifying training opportunities for technical staff;
- Conduct on-the-job training for technical staff.

Required Knowledge, Skills and Competencies

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Understanding of Information Technology tools and techniques
- Proficiency in utilizing existing and/or new technologies
- Good oral and written communication skills
- Good time management skills
- Good organising and planning skills
- Good customer relations and interpersonal relationship building skills

- Ability to work in a team
- Adaptability
- Ability to prioritize and solve problems effectively
- Ability to use initiative
- Integrity and confidentiality

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with 1 year's related experience in a related field;
- OR**
- Four (4) CXC/GCE 'O'Level subjects, including English Language, Information Technology, Mathematics or Accounts, with (3) years related experience.

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.



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