



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 113
OSC Ref. C. 4468⁸

3rd June, 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 **Attorney General's Chambers**:

1. **Crown Counsel (JLG LO 3) – General Legal Advice Division – (Vacant)**, salary: \$6,333,301 per annum.
2. **Office Attendant 1 (LMO/TS 1) – (Not Vacant)**, salary: \$18,647 per week.

1. **Crown Counsel (JLG LO 3)**

Job Purpose

Under the general direction and management of the Deputy Solicitor-General, the Crown Counsel is responsible for providing high quality general legal advice to various Government Departments, Ministries and Agencies (MDAs).

Key Responsibilities

Technical/Professional:

- Prepares and renders sundry legal opinions to Government Departments, Statutory Bodies and Public Companies, on a myriad of legal issues;
- Interprets Statutes;
- Negotiates settlements;
- Attends meetings;
- Vets and drafts contracts;
- Conducts a range of legal research and provides legal advice;
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, maintaining membership in professional organizations and participating in AGC initiatives.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the Division's Plan;
- Participates in meetings, seminars, workshops and conferences, as required.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and teamwork skills
- Excellent oral and written communication skills
- Strong analytical skills
- Strong client relations skills
- Excellent planning and organizing skills
- Excellent time management skills
- Ability to complete assigned tasks in a timely manner
- Ability to cope with heavy workloads, whilst maintaining accuracy
- Ability to interpret and apply legislation and precedent
- Proficiency in the use of relevant computer applications

Technical:

- Excellent legal research and analytical skills
- Sound knowledge of the Laws of Jamaica and the broad field of law or practice relating to General Legal Advice
- Knowledge of the mandate, objectives, strategies, policies and environment of the AGC-HQ
- Sound knowledge of the common law legal system and the legal framework of Government
- Problem solving and negotiation/facilitation skills and experience
- Sound understanding of the machinery of Government, including particularly, the Jamaican context and the current challenges facing the GOJ
- Ability to commit to a strong and consistent client service philosophy

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB) Degree;
- Certificate in Legal Education;
- Three (3) years' experience at the Bar.

Special Conditions Associated with the Job

- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and internationally to attend conferences, seminars and meetings.

2. Office Attendant 1 (LMO/TS 1)**Job Purpose**

Under the general direction of the Manager, Administration and Office Services, the Office Attendant is responsible for providing support services by maintaining the Office and its environs, preparing refreshment and facilitating the movement of files and mail.

Key Responsibilities**Technical/Professional:**

- Cleans floors, bathrooms, office furniture, equipment and other areas;
- Sanitizes high touch areas, as directed;
- Washes and sanitizes utensils and kitchenette;
- Prepares meeting rooms and serves refreshment at meetings;
- Circulates and delivers files, mails and newspapers;
- Collects and delivers office supplies;
- Makes photocopies of and shreds documents.

Required Knowledge, Skills and Competencies

- Good oral and written communication skills
- Ability to understand and follow instructions
- Good interpersonal, people management and customer relations skills

Minimum Required Qualification and Experience

- Successfully completed Secondary School education.

Applications, accompanied by Résumés, should be submitted **no later than Tuesday, 16th June, 2026, to:**

**Director, Human Resource Management and Development
Attorney General's Chambers
13 Hillcrest Avenue
Kingston 6**

Email: hrm@agc.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)**