



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 164

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28th August, 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) (2 posts- not vacant)**, salary: \$2,803,771 per annum.
2. **Customer Services Officer (GMG/AM 3) (2 posts - not vacant)**, salary: \$2,190,302 per annum.
3. **Data Entry and Scanning Clerk (MIS/IT 2) (2 posts - vacant and not vacant)** salary: \$1,711,060 per annum.
4. **Juror Summons Preparation Clerk (PIDG/RIM 2) (vacant)**, salary: \$1,711,060 per annum.
5. **Part Time Cleaner (vacant)**, salary: \$8, 683 per week.

1. Case Progression Officer (GMG/AM 4)

Job Purpose

To 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 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 facilitate timely response and 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

Core:

- Excellent oral and written communication skills
- Good research skills
- Good organizational and time management skills
- Excellent interpersonal relations skills
- Ability to exercise a high level 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

Technical

- 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
- Minimum of three (3) years experience in legal environment

Special Conditions Associated with the Job

- Working extended hours to deal with disputes and other staff issues.

2. Customer Services Officer (GMG/AM 3)

Job Purpose

Under the direct supervision of the Deputy Registrar, the incumbent interacts with the users of the court to provide the relevant information and assistance with a view to resolve all queries/ complaints receives and process documents and addresses all queries and complaints.

Key Responsibilities

- Responds to enquiries at the public service counter and on the telephone;
- Responds to enquiries about court processes, court dates and times for the Supreme Court;
- Checks the designated storage area for orders/ judgements and requisition documents to be collected by clients;
- Ensures that customers sign for all documents received;
- Vets all incoming applications submitted for legal compliance;
- Provides information to the users of the court about court policies and procedures, case status, scheduling of court proceedings and court proceedings in general;
- Keeps parties informed of changes e.g., of courtrooms and hearing times;
- Provides updates to the users of the court on the status of their files;
- Generates case file number for all new claims as soon as they are presented at the Customer Service;
- Assists with Customer requests for information;
- Releases Claim Forms for further stamping at the Tax Administration Jamaica(UP-stamping) where appropriate;
- Distributes files to the relevant officers;
- Sorts the documents for scanning and entering and deliver to the Data Validation Officer;
- Generates file numbers for all new case received;
- Ensures that files are re-shelved at the end of the working day;
- Assists with the preparation of certified copies and attested copies;
- Contacts and informs Attorneys to pick up documents in respect of corrections to be made to orders;
- Contacts Attorneys in relation to arrangements for video link hearings;
- Refers customers to the Registrar/ Deputy Registrar or other Court Staff;
- Facilitates requests for documents to be copied from a file;
- Assists the Deputy Registrar by checking for compliance with requisitions for default judgements;

- Provides follow-up Customer Service to clients;
- Performs any other related duties assigned.

Required Knowledge, Skills and Competencies

Core:

- Good time management skills
- Good organizational and planning skills
- Ability to work in teams.
- Ability to use Initiative
- Excellent Supervisory Management Skills
- Integrity and confidentiality

Technical:

- Sound knowledge and understanding of the Supreme Court procedures and operations
- Working knowledge of the relevant computer software applications
- Excellent customer relations and interpersonal skills
- Excellent oral & written communication skills
- knowledge of the Government of Jamaica Records Management procedures

Minimum Required Qualification and Experience

- Associate Degree in Business Administration or related field
- Training in Customer Service
- 4 CXC/GCE subjects; including English Language, Mathematics or Accounts

3. Data Entry and Scanning Clerk (MIS/IT 2)

Job Purpose

The incumbent under the general direction of the Data Validation Officer, the incumbent ensures that all documents are scanned and entered on the Court Information Management system as required. Interacts with the Registry staff to provide and solicit information as needed.

Key Responsibilities

- Vets all documents prior to scanning;
- Scans all documents that are filed daily to the Court Information Management System;
- Scans all documents on files returning from court;
- Enters all scanned documents on the Court Information Management System;
- Stamps all documents with the “scanned and entered” seal;
- Links documents to the correct party/ attorney on the Court Information Management System;
- Updates Minute Sheets with all the relevant information and details;
- Prints minute sheets with hearing dates for the appropriate folders;
- Enters data from the documents onto the Court Information Management System.

Required Knowledge, Skills and Competencies

Core

- Good oral & written communication skills
- Good time management skills
- Good organizational and planning skills
- Good customer relations skills
- Good interpersonal relationship building skills
- Ability to work in a team
- Adaptability
- Ability to prioritize and problem-solving effectively
- Ability to use Initiative
- Integrity and confidentiality

Technical

- Sound knowledge and understanding of the Supreme Court procedures/operations
- Excellent understanding of the legal jargons/laws and subsidiary legislations

- Understanding of information technology tools and techniques.
- Proficiency in utilizing existing and/or new technologies.

Minimum Required Qualification and Experience

- Diploma in Computer Studies or equivalent qualification from an accredited Institution with one (1) year 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

4. 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

- 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 documents;
- Prepares letter to respective Police Divisions /Court Offices regarding issuing of summonses Island-wide;
- Assist the Juror Clerk in: Orientations, Preparing juror claim forms and any other matter 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 team

Technical:

- Proficiency in the use of the relevant computer application

Minimum Required Qualification and Experience

- Four (4) CXC/GCE 'O' level subjects including English Language, Mathematics or any other numeric subject.
- A Diploma in Paralegal Studies would be an asset.
- One (1) year related experience.

5. Part Time Cleaner

Job Purpose

The incumbent will perform a variety of janitorial, custodial, and maintain clean buildings. The employee performs a full range of janitorial assignments using limited judgement. Actions are normally determined by specific instructions from the supervisor or by well-defined procedures, methods and practices.

Key Responsibilities

- Cleans and services restrooms;
- Sweeps, vacuums, and mops floors and stairways;
- Gathers and disposes of rubbish and waste materials by hand or with the use of equipment;
- Locks and unlocks office doors to ensure safety;
- Observes appearances and conditions of premises and equipment and make reports when required;
- Dust Items as blinds, furniture, file cabinets, windowsills using dust cloth or hand cleaning items;
- Scrubs, strips, sanitizes, waxes, and buffs floors using powered machines equipped with rotating brushes;
- Polishes furniture using appropriate cleaning and polishing agents;
- Maintains an inventory of cleaning and toiletry supplies;
- Washes walls, cleans ceilings, woodwork, windows, mirrors, and fixtures using both step and extension ladders;
- Loads and unloads cleaning supplies and moves heavy furniture and equipment;
- Makes recommendations for repair and improvements to bathroom and office and stairways.

Required Knowledge, Skills and Competencies

- Knowledge of occupational hazards and safety rules
- Knowledge of the proper use of chemicals, and pesticides
- Ability to read and follow instructions
- Ability to operate and use janitorial tools, and supplies such as floor buffers, vacuum cleaners, and cleaning compound solutions
- Knowledge of the standard methods, practices, tools, and equipment used to clean building and furniture
- Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds
- Knowledge of building and property security procedures
- Ability to explain instructions and guidelines to others effectively

Minimum Required Qualification and Experience

- Completion of Secondary Level Education
- Ability to read and write

OR

- Grade Nine (9) level education
- One (1) year experience
- Ability to read and write

Applications accompanied by Résumés should be submitted no later than Thursday, 10th September, 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 stroke extending to the right.

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