



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
Fax: 876-924-9764
Email: communications@osc.gov.jm
Website: www.osc.gov.jm

CIRCULAR No. 186 **OSC Ref. C.4515⁵**

28th September, 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 the following **vacant** posts in the **Supreme Court's Office**:

1. **Judges Orderly (LMO/TS 2) (Vacant)**, salary: \$18,647 per week.
2. **Office Attendant (LMO/TS 1) (Vacant)**, salary: \$18,647 per week.

1. Judges Orderly (LMO/TS 2)

Job Purpose

The incumbent provides support to the Puisne Judge in the performance of their official duties.

Key Responsibilities

- Escorts the Puisne Judge to and from Court;
- Runs errands for the Puisne Judge;
- Photocopies documents needed in Court;
- Retrieves legal material from Library;
- Carries the Puisne Judge notes and briefcase to and from Judge's Chambers;
- Assists with the robbing of the Puisne Judge;
- Performs other duties as assigned.

Required Knowledge, Skills and Competencies

- Good interpersonal skills
- Good written and oral communication skills
- Good time management skill

Minimum Required Qualification and Experience

- Secondary School Leaving Certificate.

2. Office Attendant (LMO/TS 1)

Job Purpose

Under the direction of the Office Manager, the incumbent provides ancillary services that will contribute to the overall effectiveness and efficiency of the Supreme Court.

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;
- Dusts Items such 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

Technical:

- 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

- Secondary Education;
- Food Handlers' Permit.

Special Conditions Associated with the Job

- May be required to work outside of normal work hours

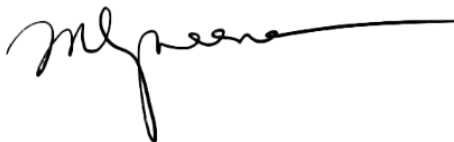
Applications accompanied by Résumés should be submitted **no later than Friday, 9th October, 2026 to:**

**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)**