

COURT ADMINISTRATION DIVISION

CAREER OPPORTUNITY

The Court Administration Division invites **qualified persons** to fill the following posts in the Hanover Parish Court:

1. **Office Administrator (GMG/AM 4)** (Vacant), salary range \$2,803,771.00 - \$3,770,761.00 per annum and any allowance(s) applicable to the post;

JOB PURPOSE (reason for job existing)

Under the general direction of the Court Operations Manager, the Office Administrator is responsible for coordinating the requisition, ordering, receipting and storage goods/supplies for the Parish Court/Traffic Court/Family Court/Corporate Area Criminal Court/Corporate Area Civil Court/Coroners Court. Additionally, the Office Administrator also provides general administrative support to aid the realization of organisational success.

KEY OUTPUTS (results, deliverables)

- Requisition received and processed
- Goods and stationery supplies ordered and maintained
- Purchase orders prepared
- Goods/supplies received and stored
- Distribution coordinated
- Office and court facilities maintained
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff coached and appraisals conducted

KEY RESPONSIBILITY AREAS:-

Technical/Professional Responsibilities

- Assists in the development and implementation of office services plans and review protocols that aligns with the Judiciary's corporate and operational plans;
- Responds to, and resolve internal customer enquiries and issues to ensure the provision of accurate information and the timely and effective resolution of issues;
- Creates and administers budgets for supplies, equipment, and contract services;
- Coordinates and manages records and databases relating supplies/goods and physical inventory, complying with administrative systems, processes and policies;
- Orders and maintains goods and stationery supplies in accordance with the Judiciary's Public Procurement Plan and other management tools;
- Prepares purchase orders to support the acquisition processes and dispatch relevant documentation to the Public Procurement and Finance Accounts Division for action through the Court Operations Manager;
- Devises systems and procedures to receipt goods/supplies and ensure secure storage/protection;
- Coordinates the distribution of supplies and shared support services such as mailing, printing, and copying; and cleaning supplies etc.;
- Maintains the office and court facilities by ensuring spaces are clean, tidy and property issues reported to the Building and Property Management Branch through the Court Operations Manager;
- Escalates unresolved problems to the Court Operations Manager for further analysis and resolution;
- Provides general administrative support including clerical processes, reprographic services and IT based tasks requiring knowledge of various ICT packages and operation of office equipment;
- Maintains relationships with external suppliers managing utilities services, ICT services, telephone services, equipment suppliers, insurance services, service providers and premises leasing arrangements;

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Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the Branch;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Prepares and delivers Court Operations presentations related to as needed;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources Responsibilities

- Provides guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of assigned staff and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Court;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Knowledge of Administration & Office Management Principles and Techniques;
- Knowledge of the Government of Jamaica's legislative arrangements underpinning the Administration & Office Management functioning, for example Asset Management Policies, Records & Information Management Policies, etc.;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of programme monitoring and evaluation frameworks;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;

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- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Will be required to travel locally to perform office administration duties in outstations, attend conferences, seminars and meetings.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Education:**
 - Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline OR HEART NSTA NVQJ 5 in a related area;
 - **Experience:**
 - Three (3) years related experience.
2. Administrative Assistant (GMG/AM 2) (Vacant), salary range \$1,711,060.00 - \$2,301,186.00 per annum and any allowance(s) applicable to the post;

JOB PURPOSE (reason for job existing)

Under the general direction of the Court Operations Manager, the Administrative Assistant is responsible for providing general administrative and secretarial support to the Courts. The Administrative Assistant will provide general technical and administrative support, including managing, organizing and coordinating the workflow of the Court; implementing and maintaining administrative/filing systems, procedures and policies, as well as monitoring assigned administrative projects as determined by the Court Operations.

KEY OUTPUTS (results, deliverables)

- Calendars and schedules prepared and maintained
- Meetings coordinated
- Correspondence/documents, reports, presentations and records prepared and distributed
- Record-keeping and administrative systems established and maintained
- Research conducted
- External requests for information processed and provided
- Invoices, vouchers, requisitions, expense claims processed
- Annual/Quarterly/Monthly/Periodic Reports prepared

KEY RESPONSIBILITY AREAS:-

Technical/Professional Responsibilities

- Manages calendar for the Court/Court Operations Manager which includes but is not limited to scheduling appointments, coordinating meeting rooms and preparations including refreshments, where applicable;

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- Maintains office workflow, analyses operating practices and systems and recommends improvements; and implements agreed changes to increase in the Court/Court Operations Manager's efficiency;
- Provides support to members of the Team on specific projects as agreed with the Court/Court Operations Manager;
- Prepares and modifies documents including correspondences, reports, drafts, memos and emails; takes and transcribes dictation, and composes and prepares confidential correspondence, technical reports, and other complex documents to aid the general administration and judicial processes;
- Assists with the logistical operations of the Court/Court Operations Manager with respect to the duties assigned including organization and administration of meetings and other events, by providing agendas and keeping written records of discussions and key decisions; and undertakes associated research and follow-up actions as required;
- Conducts research and prepares draft summaries/presentations as required;
- Screens incoming calls and correspondence and responds independently when possible;
- Maintains electronic and hard copy filing systems, creates and maintains database and spreadsheet files and manages the Court/Court Operations Manager's intranet filing system, performs data entry and scan documents;
- Makes travel arrangements including researching and coordinating itineraries, visa requirements, accommodation and other related activities for the Court/Court Operations Manager; compiles documents for travel related meetings;
- Ensures that the administrative functions of the Court/Court Operations Manager such as the preparation of the Time and Attendance Register for submission to the Court/Court Operations Manager, among other items, are done on a timely basis;
- Schedules and attends Court/Court Operations Manager and committee meetings, prepares minutes and ensures follow-up actions are done, reproduce, distribute and maintain records of minutes accordingly;
- Exhibits good courtesy to scheduled and unscheduled visitors;
- Opens, sorts and distributes incoming correspondence, assists in preparing outgoing mail and correspondence, including e-mail and faxes and updates section mail register;
- Attends meetings externally as may be required for the purpose of minute taking, conducting research, compiling supporting documents and related tasks;
- Maintains equipment register; ensures completion of scheduled preventive maintenance and arranges repairs;
- Ability to compose correspondence and reports;
- Maintains office supplies for the section by monitoring stock levels, placing and expediting orders through the Administration mechanisms, if required, and verifying receipt of supplies.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES

COURT ADMINISTRATION DIVISION CAREER OPPORTUNITY

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Working knowledge of the format of cabinet submission and the approval process
- Excellent keyboarding dexterity
- Solid dictation and transcribing skills
- Working knowledge of statutes, legislations, regulations policies and procedures that guide the operations of the section
- General knowledge in budget cash flow preparation
- Knowledge of office management and administrative procedures and practices
- Knowledge of the principles and practices of public administration
- Knowledge of research and statistical methods and techniques

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. Will be required to travel to meetings to support the Court Operations Manager, as applicable.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Education**
 - Diploma in Administrative Management or Office Administration

Or

 - Certificate/Diploma in the Administrative Management Level 3 from MIND or a recognised institution
- **Experience:**
 - With two (2) years experience in the administrative or related environment;

Or

 - with five (5) years experience at the administrative or related field.
- 3. **Records Administrator (PIDG/RIM 4)** (Vacant), salary range \$2,803,771.00 - \$3,770,761.00 per annum and any allowance(s) applicable to the post;

JOB PURPOSE (reason for job existing)

Under the general direction of the Court Operations Manager, the Records Coordinator is responsible coordinating and maintaining Records and Information Management systems and procedures in a Parish Court/Traffic Court/Family Court/Corporate Area Criminal Court/Corporate Area Civil Court/Coroners Court.

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KEY OUTPUTS (results, deliverables)

- Court records creation, maintenance, use, and disposition coordinated and maintained
- Court records and Information management control systems and procedures maintained
- Court Records and Information management Audits conducted
- Effective documentation and records & information management promoted;
- Annual and periodic reports prepared
- Individual work plans developed
- Staff appraisals and coaching conducted

KEY RESPONSIBILITY AREAS:-

Technical/Professional Responsibilities

- Assists with the planning and management of the Judiciary's Records and Information management programme for both court records;
- Implements the Judiciary's policy and guidance for record-keeping in accordance with the strategic plan and the Jamaica Archives and Records Management standards and guidance;
- Maintains control systems for all the Judiciary's documentation and records activities;
- Coordinates and maintains business processes concerning records creation, maintenance, use, and disposition;
- Deals with incoming requests for information and retrieval of information (files/documents);
- Classifies, lists and index documents received for placement on correct files, both electronic and non-electronic medium;
- Handles all confidential and secret files and deposits same in vault or secret file room;
- Updates and maintains manual and computerized file listing of all files and official documents within the Court;
- Ensures that active and semi-active records are stored in safe and clean environment;
- Identifies records for transfer to storage and to the Jamaica Archives and Records Department when necessary;
- Undertakes annual and quarterly file audits;
- Liaises with Administrators and Officers in each Division/Branch/Unit to ensure the proper creation and maintenance of files;
- Assists in the arrangements for facilitating the public access to records in keeping with the Access to Information Act;
- Participates in records inventory and retention schedule projects;
- Assists with the implementation of all decisions in accordance with the Access to Information Act and other relevant legislations eg. the imposition of charges on access to documents;
- Promotes effective documentation and records & information management throughout the Court;
- Partners with and takes counsel from the Court Records and Information Management Branch of the Judiciary on matters concerning the digital records and other RIM practices;
- Keeps abreast of trends and changes in Records & Information Management methodologies and technology, career and professional development;
- Keeps abreast of trends and changes in operations management and service delivery and recommends/implements changes where necessary to improve the service quality and productivity of the Branch and organization.

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the Branch;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.
- Prepares and delivers Court Records presentations related to as needed;
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

Human Resources Responsibilities

COURT ADMINISTRATION DIVISION CAREER OPPORTUNITY

- Provides guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of assigned staff and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Court;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Good knowledge of Records and Information Management principles and practices;
- Working knowledge of statutes, legislations, regulations policies and procedures relating to Records and Information Management;
- Ability to exercise sound judgement and convictions of purpose in unfavourable or unpopular situations;
- Problem solving and negotiation/facilitation skills and experience;
- An excellent understanding of the machinery of government, including particularly the Jamaican context and the current challenges facing the GOJ;
- Good strategic and analytical skills to enable them to advise on complex issues;
- Ability to create commitment to a strong and consistent customer service philosophy;
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. However, there will be considerable physical activity, which may involves:
 - Heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.

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- Working in environments with some exposure to hazards or physical risks, which require following basic safety precautions.
- Working in moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Education**

- Bachelor's Degree in Records & Information Management, Library & Information Management, Information Studies, Information Management, Management Studies, Public/Business Administration, or related social sciences

OR

- HEART NSTA NVQJ 5 in a related area;

- **Experience:**

- Two (2) years' experience in a Records and Information Management environment.

4. Records Officer (PIDG/RIM 2) (Vacant), salary range \$1,711,060.00 - \$2,301,186.00 per annum and any allowance(s) applicable to the post;

JOB PURPOSE (reason for job existing)

Under the direction and management of the Records Coordinator in the Parish Court/Traffic/Family Court, the Records Officer is responsible for providing records and information management support/services for the efficient operations of the Judiciary.

KEY OUTPUTS (results, deliverables)

- Official court files created
- Court files updated and docketed
- Registry files maintained
- Files scanned and described
- Mail tracking system maintained
- File activity records updated
- Correspondence processed
- Court file tracking system maintained
- Court file reports prepared
- Photocopying duties performed
- Individual Work Plan prepared

KEY RESPONSIBILITY AREAS:-

Technical/Professional Responsibilities

- Creates official court files to support the work of the corporate operations of the Judiciary in accordance to established guidelines;
- Processes court files and document requisitions from the various corporate operational divisions in the Judiciary;
- Monitors that all court files are complete and include relevant enclosures;
- Updates and docket court files;
- Retrieves and replaces court files in line with established procedures;
- Processes incoming and outgoing correspondences;

COURT ADMINISTRATION DIVISION CAREER OPPORTUNITY

- Scans and describes all active and inactive official files in accordance with the Judiciary's digitization agenda and the GOJ RIM Policy;
- Maintains up-to-date records of court file activities;
- Monitors and manages files on loan to various divisions within the Judiciary;
- Maintains an effective file-tracking system;
- Photocopies documents;
- Assists with the clearing of closed and inactive files;
- Participates in periodic reviews of mail operations with a view to develop the systems and procedures for processing mails;
- Processes and dispatches incoming and outgoing correspondence;
- Contributes to a reliable system for collecting and dispatching mail;
- Maintains a recording system for all incoming and outgoing correspondence;
- Maintains an electronic database to facilitate tracking of dispatched correspondence requiring follow-up and ensures the appropriate action;
- Maintains current postage of official correspondence;
- Keeps abreast of changes in the postal service;
- Prepares monthly reports on file and mail activities;
- Observes all Health and Safety Risk Assessments, regulatory and security measures.
- Keeps current with the latest tools/techniques in Records & Information Management (RIM) to determine what new solutions and implementations will meet Judiciary's business/operational requirements.

Management/Administrative Responsibilities

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports as required;
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Basic knowledge of Records and Information Management principles and practices;

COURT ADMINISTRATION DIVISION CAREER OPPORTUNITY

- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Knowledge of health and safety procedures and precautions;
- Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.;
- Ability to operate in a secure contained information facility environment;
- Awareness of confidential information transmission protocols;
Knowledge of ICT systems and applications.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. However, there will be considerable physical activity, which may involves:
 - Heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds.
 - Working in environments with some exposure to hazards or physical risks, which require following basic safety precautions.
 - Working in moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Education**
 - NVQJ Level 2 Records Management/Administrative Management - HEART NSTA or related field;

OR

- Four (4) CXC Subjects including English Language;

- **Experience:**

One (1) years' experience in a similar environment

5. Digitization and Imaging Officer (PIDG/RIM 2) (Vacant), salary range \$1,711,060.00 - \$2,301,186.00 per annum and any allowance(s) applicable to the post.

JOB PURPOSE (reason for job existing)

Under the supervision of the Records Coordinator, the Digitization & Imaging Officer will provide digitization, general records management and administrative support to discrete Court structure in the Judiciary's efforts to go paperless and digital.

KEY OUTPUTS (results, deliverables)

- Court records for digitization prepared
- Court records scanned, described and uploaded
- User requests actioned
- General records management and administrative duties performed
- Individual workplan developed

KEY RESPONSIBILITY AREAS:-

Technical/Professional Responsibilities

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- Prepares records for digitization by separating a variety of court records, preparing paper documents for digitization - flattening, removing staples, ties, binding, and removing paperclips;
- Uses a range of professional capture devices, and associated software applications to produce high quality digital images of collection items, ensuring that technical specifications, service standards and business targets are met;
- Uses photographic and imaging software and associated workflow tools to facilitate image capture, quality assurance and ingestion of files into the Judiciary's digital asset repository;
- Pays attention to details by ensuring that documents are correctly typed, scanned and are properly filed and maintained with referencing information;
- Performs quality control to ensure documents are scanned correctly with clear images and entered into Judiciary's database and related justice management systems;
- Follows internal digitization protocols and other best practices for document and file security for both paper and digital documents;
- Follows safe handling procedures for original and aged court documents/records (collection material), including re-housing projects as directed to ensure collection safety, preservation and care;
- Contributes to increased awareness of the collection through participation in online content initiatives to widen access to the digitized collections;
- Fulfills internal user requests for digital assets from the Judiciary's collections;
- Provides general records management and administrative support to assigned Court structure as the need arise;
- Keeps up to date on the tools/applications and basic business skills that are expected of all employees to enable efficient functioning;
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Management/Administrative Responsibilities

- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports as required;
- Maintains customer service principles, standards and measurements.

Human Resources Responsibilities

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals;
- Assists with the preparation and conducts presentations on role of Division/Unit for the Orientation and Onboarding programme.

Other Responsibilities

- Performs all other duties and functions as may be required from time to time.

REQUIRED COMPETENCIES

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

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- Knowledge of Computer hardware, software and data management;
- Ability to evaluate specific work situations and to decide appropriate action based upon decision-making principles and sound judgment;
- Effective in written communications (concise, to the point, well-organized, etc.), and oral communications (concise, articulate);
- Ability to anticipate/identify problems and propose solution alternatives;
- Ability to work independently and as a member of a team;
- Achieving accuracy and thoroughness in all aspects of work;
- Ability to use basic business tools/applications/processes (e.g. word processing, e-mail, keyboarding, basic information management conventions).

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. However, there will be considerable physical activity, which may involve:
 - Heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds;
 - Working in environments with some exposure to hazards or physical risks, which require following basic safety precautions;
 - Working in moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- **Education**

- Five (5) CSEC Subjects including English Language OR HEART NSTA NVQJ 1 in Records Management, Business Studies, ICT, Business Process Outsourcing or related field.

6. Watchman (LMO/TS 1) (Vacant), salary range \$969,644.00 - \$1,304,056.00 per annum and any allowance(s) applicable to the post.

JOB PURPOSE (reason for job existing)

Under the direction of the Court Operations Manager, the incumbent provides security for users of the court, property and equipment within an assigned area and ensure that security measures are maintained.

KEY OUTPUTS

- ✓ Personnel, building and equipment secured
- ✓ Windows, doors and gates examined and secured
- ✓ Security breaches reported
- ✓ Malfunction lighting reported
- ✓ Aesthetic of facility maintained
- ✓ Security log prepared and submitted

JOB RESPONSIBILITIES (activities)

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- Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured
- Examines doors, windows and gates to ensure security
- Watches for and report irregularities, such as security breaches to the relevant personnel
- Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority
- Performs periodic checks of external lights to ensure that they are functioning and report malfunctions
- Prepares daily security log'
- Opens and close all builds at the beginning and the end of each work day
- Performs any other duties assigned

KEY COMPETENCIES

- Good interpersonal skills
- Good communication skills
- Ability to work in teams
- Keen eye for detail

MINIMUM REQUIRED QUALIFICATION

- Secondary Education

Applications accompanied by resume should be submitted **no later than Tuesday March 31, 2026** to: -

Senior Director
Human Resource Management and Administration
8th Floor, The Towers
25 Dominica Drive
New Kingston
Kingston 5

Email: hrma@jamaicajudiciary.gov.jm

Please note that we thank all for responding, but only short listed applicants will be contacted.