



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: SUPREME COURT

JOB TITLE:	Digital Recording Clerk
JOB GRADE:	MIS/IT 2
POST NUMBER:	
DIVISION/BRANCH:	
SECTION/UNIT:	
REPORTS TO:	
DIRECT REPORT:	N/A
REPORT TO:	

This document is validated as an accurate and true description of the job as signified below:

_____ Employee Name	_____ Signature	_____ Date
_____ Manager/Supervisor	_____ Signature	_____ Date
_____ Head of Division/Unit	_____ Date	
_____ Date received in HRDM Division	_____ Date Created/Revised	

JOB PURPOSE (reason for job existing)
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The Digital Recording Clerk is responsible for providing high-level Audiovisual (AV) support and advice to courtroom staffs.

KEY OUTPUTS (results, deliverables)
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- Quality AV support is provided
- Technical metadata documented
- Av equipment inventory Maintained
- Court proceedings and presentations recorded
- Quality control on recorded files completed
- Repairs and maintenance of audio-visual media systems conducted
- Environmental conditions monitored
- Progress reports submitted
- Training provided

KEY RESPONSIBILITY AREAS

- Respond to requests from the Infrastructure Manager;
- Maintains the Court's Av equipment by: researching and advising the maintenance and replacement of equipment as well as specifications of same to be ordered;
- Cleaning and maintaining equipment, reporting damages to the Infrastructure Manager;
- Diagnosing and resolving issues related to audiovisual media systems;
- Documenting 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;
- Troubleshooting all Audio/Video conferencing issues;
- Investigating faults and recommending further actions to remedy;
- Be the chief operator of Audio/Video recording software responsible for capturing court proceedings in digital formats;
- Ensuring the courtroom's audiovisual environments are clean, presentable and free of any occupational hazards;
- Maintaining a library of recorded files that can be accessed on demand from a database;

- Coordinates the installation processing of audiovisual queries by: consulting with clients to determine their needs;
- Maintaining contact with external stakeholders to satisfy information needs of clients;
- Preparing quotations for recording material 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, the cost of servicing equipment.
- Documents technical metadata for preservation and access to audio-visual resources.
- Keeps abreast of trends and issues pertinent to role and function.
- Submit progress reports on work-related activities and other assigned projects;
- Liaises with the Head of Department in the identification of training opportunities for technical staff;
- Conducts on-the-job training for technical staff.

PERFORMANCE STANDARDS

- Quality controlling and recording files completed in agreed timeline and in keeping with the established standards;
- Progress report prepared and submitted within agreed timeline;
- Audio-visual media systems repaired and maintained with established guidelines.

REQUIRED KNOWLEDGE/SKILLS/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 & 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

MINIMUM REQUIRED EDUCATION & 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.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Normal Conditions