

CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: SUPREME COURT

Job Title:	DATA VALIDATION OFFICER
Proposed Grade:	MIS/IT 3
Post Number:	
Division:	
Reports to:	Deputy Registrar
Direct Report:	2 Data Entry and Scanning Clerk MIS/ IT 2
Indirect Report:	N/A

This document is valid as an accurate and true description of the job signified below.

_____ Employee Name	_____ Signature	_____ Date
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_____ Supervisor Name	_____ Signature	_____ Date
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_____ Head of Department/Division	_____ Date
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_____ Date received in Human Resource Division	_____ Date
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Created/revised_____

JOB PURPOSE:

Under the direct supervision of the Deputy Registrar, the incumbent checks and verifies the work of the Data Entry and Scanning Clerk, ensuring that all entries to the Court Information Management System are timely and accurate.

KEY OUTPUT

- Computerized system maintained and updated
- All entries to the Court Information Management System validated
- Reports prepared
- Existing files updated
- Documents scanned and updated
- New Application numbers generated
- Judgements scanned
- Minute Sheets printed
- Entries vetted

KEY RESPONSIBILITIES

- Maintains and updates computerized system of new and existing files/documents for the Division
- Examines and validates all Entries made to the Court Information Management System by the Data Entry and Scanning Clerk to ensure completeness and correctness
- Prepares reports on incidence of error detected in documents
- Updates system (example where there is judgment or some other mechanism for disposal of the matter
- Vets the entries made by Data entry Scanning Clerks
- Prints Minute Sheets with hearing dates for the appropriate folders
- Ensures that all documents for new matters received are scanned and updated to the Court Information Management System
- Ensures that all minutes of order and other judgements made by the Court are accurately scanned and entered into the Court Information Management System

- Assists with the generation of new claim numbers
- Generates reports from the Court Information Management System as requested by the Supervisor/ Court Coordinator/ Registrar
- Ensures that all files are properly logged in and out of the filing Unit
- Scans Judgements for Court of Appeal Hearings

PERFORMANCE STANDARDS

- Computerized system maintained and updated within the agreed timeframe
- All entries to the Court Information Management System validated in accordance with the established standards
- Reports prepared within the agreed timeframe
- Existing files updated in accordance with the established standards
- Documents scanned and updated within the agreed timeframe
- New application numbers generated in accordance with the established standards
- Judgements scanned within the agreed timeframe

REQUIRED COMPETENCIES

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.

Core

- Good oral & written communication skills
- Good time management skills
- Excellent Supervisory Management Skills
- Good organizational and planning skills
- Good customer relations skills
- Good interpersonal relationship building skills
- Ability to work in a team.
- Adaptability

- Good Analytical skills
- Good Report Writing Skills
- Ability to prioritize and problem-solving effectively
- Ability to use Initiative
- Integrity and confidentiality

MINIMUM QUALIFICATIONS and EXPERIENCE
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- Degree in Computer Studies or equivalent qualification from an accredited Institution with 1 years' experience in a related field

OR

- A Diploma in Computer Studies with (3) years related experience

AUTHORITY

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Normal