

GOVERNMENT OF JAMAICA

MINISTRY OF JUSTICE / SUPREME COURT

JOB DESCRIPTION AND SPECIFICATION

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JOB TITLE:	JUROR SUMMONS PREPARATION CLERK
JOB GRADE:	PIDG/RIM 2
POST NO:	
DEPARTMENT:	CRIMINAL REGISTRY
REPORTS TO:	CHIEF COURT ASSISTANT
MANAGES:	

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THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW.

EMPLOYEE

DATE _____

MANAGER/SUPERVISOR

DATE CREATED/REVISED

HEAD OF DEPARTMENT

DATE _____

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 OUTPUT

- Notices of Summonses
- Jurors selected for Court sittings Island-wide
- Official Jurors' list

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 document/s
- 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

PERFORMANCE STANDARD

- Jury listing prepared in accordance with established guidelines
- Prepared letters to respective Parish Courts regarding summonses served, summons unserved and returned panel
- Prepared letters to respective Police Divisions regarding issuing of summons Island wide
- Documents collated in the required format and within the recommended time frame
- Excellent customer service extended to all clients
- Receives, responds and records telephone messages for the Juror Clerk and Chief Court Assistant

REQUIRED COMPETENCIES

- Excellent typing skills
- Good oral and written communication skills
- Good interpersonal and customer service skills
- Excellent time management skills
- Ability to work in team
- Proficiency in the use of the relevant computer application

MINIMUM QUALIFICATION and EXPERIENCE

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