

CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: **SUPREME COURT**

Job Title: Records Officer 1 **(NEW)**

Propose Grade: PIDG/RIM 2

Post Number:

Division:

Reports to: Records Officer 2

Direct Report:

Indirect Report:

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

Employee Name

Signature

Date

Supervisor Name

Signature

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

Created/revised _____

JOB PURPOSE (reason for job existing)
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The incumbent under the general supervision of Records Officer 2 provides support to the Division by maintaining and updating official records, facilitates retrieval, access of files and support management audits and inventory exercises.

KEY OUTPUTS (results, deliverables)
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- Records updated electronically and physically
- Files updated and enclosed
- Files distributed
- Files tracked
- Documents sorted and recorded
- File Audits conducted
- Case Files created
- Documents photocopied and printed
- File inventory exercises conducted
- Log sheets updated

KEY RESPONSIBILITY AREAS:-

- Creates case files for all new estate matters filed in the Probate Division.
- Ensures that that cover of all new case files are properly populated with the correct information.
- Conduct Search of Index Card and Court Information Management System.
- Ensures priority documents are brought to the attention of the appropriate personnel

- Ensures documents are placed on files in the correct order and received by the appropriate personnel
- Maintains record of the movement of files and update Case File Location in Court Information Management System
- Ensures that files requested are dispatched and Files returned are re-shelved.
- Ensures documents filed for Court hearings are made available to the court.
- Ensures files are appropriately arranged in the filing room or cabinets
- Checks documents for compliance with Rules and Practise Directions
- Receives and sort documents.
- Ensures that documents are accurately filed
- Retrieves files for distribution
- Facilitates requests for photocopying and printing of documents
- Participates in scheduled audits of file in the Probate Registry
- Participates in file inventory exercises

CONTACTS

Internal	Purpose
Deputy Registrar	For instructions, guidance and information
Registrar/ Court Coordinator	To provide/ receive Information

Staff	To Provide/ receive information
External	Purpose

PERFORMANCE STANDARDS

- Accurate Filing and Shelving
- Quick Response to files requested.
- Up to date and accurate record of the movement of files.
- Structured filing is maintained.
- Registry procedures adhered to.
- Records updated electronically and physically in accordance with establish regulation and agreed time frame
- Documents sorted and recorded in keeping with the established standards
- File Audits conducted within the agreed timeframe
- Case Files created in keeping with the established standards
- Documents photocopied and printed within the agreed timeframe
- File inventory exercises conducted within the agreed time frame
- Log sheets updated in keeping with the established standards

REQUIRED COMPETENCIES

Technical

- Sound knowledge of the Government of Jamaica Records Management procedures
- Sound knowledge and understanding of the Supreme Court procedures/operations

- Working knowledge of the relevant computer software application
- Records updated electronic and physically

Core

- Good oral & written communication skills
- Good time management skills
- Good customer relations and interpersonal skills
- Good organizational and planning skills
- Ability to work in teams.
- Ability to exercise a high level of integrity and confidentiality

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE

- 4 CXC/GCE subjects; including English Language, Mathematics or Accounts

AUTHORITY

- NA

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dust Nuisance
- Poor Ventilation (Strong Rooms)