CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: **COURT ADMINISTRATION DIVISION**

Job Title:	Digital Recoding Clerk
Job Grade:	MIS/IT 2
Post Number:	
Division:	Parish Court
Reports to:	Court Administrator
Manages:	

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

_____	_____	_____
Name of Employee	Signature	Date
_____	_____	_____
Name of Supervisor	Signature	Date
_____	_____	_____
Head of Department/Division	Signature	Date

_____
Date received in Human Resource Division

Job Purpose:

The Data Entry Clerk is responsible for maintaining an accurate and updated database to facilitate the speedy retrieval of information of matters in the court.

Key Outputs:

- Process/Index book and Records Management Electronic Data Base updated
- Warrant information inserted
- Case files retrieved
- Case file numbers inserted into Process book and Records Management Electronic Data Base
- Records Management Electronic Data Base updated for each court
- Monthly Reports
- General queries answered

Key Responsibilities:

- Records information into the Process/ index book and Records Management Electronic Data Base;
- Locates Warrants and insert information into Records Management Electronic Data Base using the information on the Warrants;
- Retrieves case files from police officers and update the Records Management Electronic Data Base System
- Numbers case files and enters data daily into Process book and onto the Records Management Electronic Data Base spreadsheet;
- Updates the Records Management Electronic Data Base spreadsheet daily for every court using each court sheet for main station and outstation courts;
- Generates monthly reports from the Records Management Electronic Data Base
- Assists the general public;
- Answer queries from the general public regarding court procedures, court appearances, court dates, adjournments and outstanding warrants;
- Perform any other related duties assigned by supervisor.

Contact

Internal	Purpose
Court Administrator	For guidance and instruction
External	**Purpose**
Police Officer	For Warrants
General public	To provide information

Performance Standard:

- Index book and Records Management Electronic Data Base System are accurately updated on a daily basis;
- Warrant information inserted accurately and within the agreed timeframe;
- Case files retrieved in the agreed time frame;
- Case file numbers accurately inserted into Process book and Records Management Electronic Data Base in the agreed time frame;
- Records Management Electronic Data Base accurately updated for each court daily;
- Monthly reports are accurately prepared in accordance with the established guidelines and time frame
- General queries answered in a timely manner

Key Competencies:

Core Competencies	Level	Technical Competencies	Level
Integrity		Technical Skills	
Customer & quality focus			
Teamwork & Cooperation			
Goal & Results oriented			
Compliance			
Planning & Organizing			

Adaptability			
Interpersonal skills			
Oral Communication			
Written Communication			
Initiative			

Technical Skills Include:

- Sound knowledge of the Resident Magistrate's Court Act and other relevant legislation;
- Sound knowledge of Court Procedures

Minimum Qualifications and Experience:

- Four (4) CSEC/CXC subjects (General Proficiency Grades I-III) including English and Mathematics/Accounts
- Proficiency in the use of Microsoft Excel is an asset
- At least 1 year working experience in a related environment

Working Conditions:

- Normal

Authority