CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

MINISTRY/ENTITY: COURT ADMINISTRATION DIVISION

JOB DESCRIPTION

JOB TITLE	Watchman/Groundsman
PRESENT JOB GRADE	LMO/TS 1
POST NUMBER	
DIVISION	Parish Court
REPORTS TO	Court Operations Manager
DIRECT REPORTS	None
INDIRECT REPORTS	None

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

_____ _____

Employee **Date**

_____ _____

Head of Department/Division **Date**

_____ _____

Date received in Human Resource Division **Date created/revised**

JOB PURPOSE (reason for job existing)

Under the direction of the Court Operations Manager, the incumbent provides security for users of the court, property and equipment within an assigned area and ensure that security measures are maintained.

KEY OUTPUTS (results, deliverables)

- Personnel, building and equipment secured
- Windows, doors and gates examined and secured
- Security breaches reported
- Malfunction lighting reported
- Aesthetic of facility maintained
- Security log prepared and submitted

JOB RESPONSIBILITIES (activities)

- Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured
- Examines doors, windows and gates to ensure security
- Watches for and reports irregularities, such as security breaches to the relevant personnel
- Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority
- Performs periodic checks of external lights to ensure that they are functioning and report malfunctions
- Cleans premises and disposes of garbage
- Maintains the aesthetic appearances of the premises by cleaning of the grounds
- Prepares daily security log'
- Opens and closes all builds at the beginning and the end of each work day
- Performs any other duties assigned

CONTACTS

Internal

Contact	*Purpose*
Court Operations Manager	Work assignment and instructions

Senior Judge of the Parish Court/Judge of the Parish Court	Work assignment and instructions

External

Contact	*Purpose*
None	

PERFORMANCE INDICATORS (how success will be measured)

- Patrols and examinations are conducted on daily basis
- Property and equipment are secured and accounted for
- Security breaches are reported promptly within the established guidelines
- Malfunctioning lights and equipment reported promptly within the established guidelines
- Aesthetic of the premises/grounds is maintained in accordance with established guidelines
- Security logs are accurately prepared and maintained in accordance with established guidelines

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			

Minimum Required Qualification and Experience

- Secondary Education
- One-year work experience

WORKING CONDITIONS

Adverse at times

Authority