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**CIRCULAR No. 244**  
**OSC Ref. C. 4468<sup>b</sup>**

**29<sup>th</sup> September, 2017**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the vacant post of **Records Officer 3 (PIDG/RIM 4)** in the **Attorney General's Chambers**, salary range \$1,031,080 - \$1,225,631 per annum and any allowance(s) attached to the post.

**Job Purpose**

Under the direction of the Director, Documentation, Information and Access Services, the incumbent is responsible for assisting in the implementation and monitoring of policies and procedures for the efficient operations of the Registry in accordance with established standards and procedures.

**Key Responsibilities**

- Assists in formulating, recommending and implementing policies and procedures for the efficient operations of the Registry;
- Ensures that correspondence are classified in accordance with established standards;
- Maintains the physical organization and structure of the filing system and records room;
- Ensures services such as file requests, transfers etc. are delivered in accordance with established standards;
- Ensures that regular and urgent mails are dispatched in a timely manner to respective individuals internally and externally;
- Monitors the circulation of internal mail and correspondences within the Department;
- Maintains a log of activities in the Registry and submits Monthly/Quarterly Reports;
- Supervises and monitors the functions carried out by reporting staff;
- Composes new files for new matters received by the Department;
- Maintains the Department's manual and electronic filing system;
- Conducts audits to prevent discrepancies in the Registry's filing system;
- Collates information from records inventory conducted;
- Assists with the interviewing, orientation and training of new Registry staff;
- Assists in the processing of Access to Information requests;
- Assist in the development of a records retention and disposition schedule;
- Evaluates reporting staff;
- Performs any other duties as assigned.

**Required Knowledge, Skills and Competencies**

- Excellent communication and interpersonal skills
- Excellent organizing and time management skills
- Excellent supervisory skills
- Ability to work under pressure
- Good knowledge of the judicial system

**Minimum Required Qualifications and Experience**

- Graduation from a recognized institution with a certificate /Diploma in Records Management and two (2) years relevant experience;
- OR**
- Training in Library Science and/or or archival procedures from a recognized institution and three (3) years' experience in the field or a similar environment;

**OR**

- High school graduation with four (4) subjects at the CXC or GCE O'Level including English Language and a numeric subject and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation;
- Seven (7) years' experience in the particular field;

**OR**

- Any other combination of training and experience that would yield the necessary skills needed at this level.

Applications accompanied by résumés should be submitted **no later than Wednesday, 11<sup>th</sup> October, 2017 to:**

**Director, Human Resource Management and Administration  
Attorney General's Chambers  
2 Oxford Road (NCB Towers)  
Kingston 5**

Email: [HRM@agc.gov.jm](mailto:HRM@agc.gov.jm)

Please note that only short listed applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
for Chief Personnel Officer (acting)