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**CIRCULAR No. 158**  
**OSC Ref. C.4468<sup>6</sup>**

15<sup>th</sup> June, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be fill/be assigned to the following posts in the **Attorney General's Chambers**:

1. **Assistant Attorney General (JLG/LO 4) – (Vacant)**, salary range \$3,011,580 – \$3,579,823 per annum and any allowance(s) attached to the post.
2. **Assistant Crown Council (JLG/LO 2) – (Not Vacant)**, salary range \$2,089,382 – \$2,483,618 per annum and any allowance(s) attached to the post.
3. **Paralegal Officer 3 (PLG/LS 3) – (Not Vacant)**, salary range \$713,404 – \$848,013 per annum and any allowance(s) attached to the post.

**1. Assistant Attorney General (JLG/LO 4)**

**Job Purpose**

Under the general direction of the Deputy Solicitor General, General Legal Advice Division, the Assistant Attorney General will be responsible for providing expert legal advice to the Government of Jamaica inclusive of Ministries, Departments and Agencies and Statutory Bodies. In addition to delivering opinions on a variety of legal issues the incumbent will be responsible for assisting with administrative tasks in the Division and the Chambers, assisting with the management of the Division and providing advice and guidance to junior Attorneys.

**Key Responsibilities**

***Technical:***

- Advises Ministries, Departments and Agencies and other public bodies on a range of legal issues relating to or being handled by the General Legal Advice Division;
- Prepares and vets legal opinions;
- Assists in the drafting of legal opinions for Litigation matters and assists the Litigation Division in the preparation of Court matters;
- Prepares and presents legal matters at the Industrial Disputes Tribunal and at other Disciplinary and Tribunal Hearings;
- Vets and comments on Cabinet Submissions, Bills and draft legislation;
- Provides assistance and advice to Attorneys within the Division and in other Divisions of the Chambers;
- Attends meetings in relation to assigned matters.

***Administrative:***

- Assigns such matters as the Deputy Solicitor General and Senior Assistant Attorney General may require;
- Assists with the implementation of projects and policies that facilitate the efficient operation of the Division and the development of Attorneys within the Chambers;
- Liaises with Ministries, Departments and other clients in relation to legal matters referred to the Chambers;
- Vets, where required, work of junior Attorneys;
- Attends Divisional Meetings and performs such other administrative functions assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Excellent knowledge of the laws of Jamaica
- Excellent analytical, problem solving and time management skills
- Excellent oral and written communication skills
- Excellent people management skills
- Ability and willingness to lead
- Sound research and analytical skills
- Ability to analyze and interpret legal documents
- Excellent interpersonal skills
- Excellent leadership and team building skills
- Ability and willingness to undertake administrative tasks
- Excellent negotiating skills
- Excellent presentation skills
- Proficiency in the use of relevant computer applications

### **Minimum Required Qualification and Experience**

- Bachelor of Laws (LLB) Degree with relevant combination of academic qualifications and experience (i.e. at least six (6) years post qualification experience, five (5) years of which must be relevant working experience);
- Certificate in Legal Education.

## **2. Assistant Crown Council (JLG/LO 2)**

### **Job Purpose**

Reporting to the Deputy Solicitor General, the Assistant Crown Counsel is responsible for providing general legal advice to various Ministries, Departments of Government, Agencies of Government, Statutory Bodies and Government owned companies, delivering opinions on a variety of legal issues and representing the Government in Litigation, Commercial, Constitutional and International matters.

### **Key Responsibilities**

- Prepares and renders sundry legal opinions to Ministries, Departments of Government, Agencies of Government, Statutory Bodies and Public Companies on a wide range of legal issues;
- Interprets Statutes;
- Negotiates settlements;
- Attends meetings;
- Vets and drafts contracts;
- Prepares for and appears in Court.

### **Required Knowledge, Skills and Competencies**

- Sound knowledge of the Laws of Jamaica
- Good oral and written communication skills
- Sound research, analytical and time management skills
- Ability to analyze and interpret legal documents
- Excellent presentation skills
- Proficiency in the use of relevant computer applications
- Excellent interpersonal skills

### **Minimum Required Qualification and Experience**

- Bachelor of Laws Degree (LLB) with a minimum of two (2) years' experience;
- Council of Legal Education Certificate.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> June, 2018 to:**

**Solicitor General  
Attorney General's Chambers  
2 Oxford Road (NCB Towers)  
Kingston 5**

### **3. Paralegal Officer 3 (PLG/LS 3)**

#### **Job Purpose**

Reporting to the Director of Documentation, Information and Access Services, the incumbent is responsible for providing paralegal services to the Department in accordance with established standards and procedures.

#### **Key Responsibilities**

- Reconciles payment information submitted by the Ministry of Justice with information contained in the records of the Attorney General's Chambers to ensure accuracy of judgment debts;
- Updates the records of the Chambers to reflect payments made by the Ministry of Justice for costs awarded against the Attorney General as well as for settlements, Judgments and mediation costs;
- Organizes court documents that have been filed and served on behalf of the Attorney General and distributes to relevant Attorneys;
- Liaises with the Ministry of Justice to correct duplicate payments/over payment of judgment debts, Costs and Settlements;
- Organizes and distributes documents served on the Chambers, to Attorneys and prepares reports in response to requests/queries;
- Advises responsible Attorneys when claimants have received payments;
- Notifies Attorneys of any discrepancies on their part, which may hinder payment from being facilitated by the Ministry of Justice;
- Updates File Manager System with information relating to payments made/received;
- Performs any other duties assigned.

#### **Required Knowledge, Skills and Competencies**

- Comprehensive knowledge of paralegal techniques and procedures
- Excellent knowledge of judgment debt calculations
- Working knowledge of court procedures
- Computer literacy
- Excellent oral and written communication skills

#### **Minimum Required Qualification and Experience**

- Four (4) GCE 'O' Level/CXC (General Proficiency) subjects, including English Languages and Mathematics;
- Certificate in Paralegal Studies;
- Two (2) years related work experience.

Applications accompanied by résumés should be submitted **no later than Friday, 29<sup>th</sup> June, 2018 to:**

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

Email [HRM@aqc.gov.jm](mailto:HRM@aqc.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.**

A handwritten signature in black ink, appearing to be 'M. I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer (acting)**