



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Records Officer
JOB GRADE: PIDG/RIM 2
POST NUMBER: 74032
BRANCH/UNIT: Social Justice
DIVISION: Social Justice
REPORTS TO: Principal Director Social Justice Services
MANAGES: N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To provide a social component to the delivery of justice through Alternative Justice Services and Alternative Dispute Resolution (ADR) services - Restorative Justice, Child Diversion and Victim Services Programmes, to support the overall priorities of the Ministry.

Job Purpose

Under the supervision of the Principal Director, Social Justice Division, the incumbent is responsible for maintaining an effective Records Management System and ensuring that incoming and outgoing correspondences are recorded and properly accounted for. The incumbent is required to ensure that records are maintained and are accessible in a timely, accurate and safe manner.

Key Outputs:

- Filing System developed and maintained;
- File tracking system maintained;
- Records archived;
- Documents registered;
- Incoming and outgoing correspondences recorded;

Key Responsibility Areas:

- Develops and recommends, in keeping with GOJ guidelines, records management standards, policies and procedures for adoption and implementation. These include:
 - Standardised storage and retrieval system for Head Office and Justice Centres;
 - Standardised numbering, coding filing systems for Head Office and Justice Centres;
 - Specifications for document formats, structure and storage;
- Monitors Justice Centres re the implementation and compliance with records management system;
- Ensures adherence to legal requirements which affect retention, dissemination, access and storage of information maintained by the Division;
- Creates files as requested;
- Secures and maintains confidential files;
- Creates an automated file database;
- Identifies and organizes all incoming documents according to a logical classification scheme and make necessary amendments to that classification scheme by:
 - Referring all incoming "official" mail for action as necessary;
 - Assigning document reference codes to all documents to facilitate placement of the document on the appropriate file;
 - Preparing and maintaining accurate file lists and indexes;
 - Reviewing and implementing, as appropriate, requests for the creation of new files and amendments to the classification scheme;
- Maintains security of records and files;
- Reviews and prepares files for transfer to a secondary storage facility;
- Sorts and classifies case documents for filing;
- Applies retention/disposition schedules provisions to records and assist in processing file retention, disposal or transfer to the Government Records Centre.
- Establishes and maintains movement log of files;
- Maintains an accurate record of the movement of files;
- Follows up on records charged out to Officers;
- Retrieves and issues requested records and information.
- Compiles a list of closed files noting date of closure and content and presenting to the Principal Director SJD for review.

- Updates index and database listing weekly;
- Perform any other related duties assigned from time to time.

Performance Standards:

This job is satisfactorily performed when:

- All RIM activities are executed in accordance with established procedure, ministry guidelines and regulations;
- An up-to-date record of file movements is maintained in keeping with agreed standards and timeframes;
- Documents are accurately produced within agreed timeframe to required standard
- Filing system is maintained according to established Records Management standards
- Assists with the development and implementation of Records Retention and Disposition policy in keeping with GOJ guidelines.
- Records, documents and files are stored in accordance with approved procedures and systems;
- Documents and records easily located;
- Confidentiality, integrity and professionalism displayed in the execution of the duties and personal conduct at all times

Internal and External Contacts (specify purpose of significant contacts:

Within the Division

Contact (Title)	Purpose of Communication
Principal Director Social Justice	Receive directives and provide Information
Social Justice Division Staff	Receive and provide information

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	1	Accountability	1
Compliance	1	Attention to Detail	1
Customer and Quality Focus	1	Goal/Results Oriented	1
Initiative	1	Methodical	1
Integrity	1	Planning and Organising	1
Interpersonal	1	Problem Solving and Decision-making	1
Oral Communication	1	Records Management	1
Team Work & Cooperation	1	Resilience	1
Time Management	1	Stress Tolerance	1
Written Communication	2	Technical Skills	1
		Use and Application of Technology	1

I. Other Competencies

Basic knowledge of Records and Information Management principles and practices
Knowledge of health and safety procedures and precautions
Literacy and Numeracy skills sufficient to check delivery notes, measurements etc
Ability to operate in a secure contained information facility environment
Awareness of confidential information transmission protocols

Minimum Required Education and Experience

a) Specific knowledge (however acquired) required to start:

b) Qualifications and Experience

- NVQJ Level 2 Records Management/Administrative Management – HEART NSTA or related field;
- Four (4) CXC Subjects including English Language;
- A minimum of one (1) year experience in records management

(C) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.

Authority:

- Access to confidential records
- Control the movement of files to/from the Division

Specific Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- Maybe required to work beyond normal working hours on special occasions
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.