



JUDICIAL SERVICE COMMISSION

VACANCY ANNOUNCEMENT

The Judicial Service Commission is established under **Article 171 of the Constitution of Kenya, 2010**, with a mandate of promoting and facilitating the independence and accountability of the Judiciary, and the efficient, effective and transparent Administration of Justice.

The Commission invites applications from qualified candidates to fill the following vacancies in the Judiciary.

POSITION: COURT ASSISTANT II (JSG 9)

Job Reference Number	:	V/No. 17/2021
Number of Posts	:	Five Hundred (500)
Terms of Service	:	Permanent and Pensionable
Gross Salary Scale	:	Kshs. 61,400-79,300 p.m.

Job Purpose:

The job holder will be responsible for operating court registries and supporting Judicial Officers in the administration of justice in open courts and registries.

Reporting Responsibilities

The job holder is responsible to the designated supervisor

Area of Deployment:

Court Stations

Key Duties and Responsibilities:

1. General Duties and Responsibilities

- i) Assisting litigants and members of the public to access courts and court services.
- ii) Verifying pleadings before filing
- iii) Preparing court documents as provided in various statutes;
- iv) Diarizing mention and hearing dates of all ongoing cases;
- v) Preparing of cause lists;
- vi) Updating and accurately maintaining the case registers
- vii) Issuing appeal numbers and proof reading typed proceedings;
- viii) Calling for lower court records for appeal or review purposes;
- ix) Compiling statistical records based on routine or special sources of information;
- x) Calculating and posting of personal dues and other entitlements;
- xi) Filing of documents including pleadings, letters and receipts;
- xii) Drafting simple letters; and
- xiii) Assessing and collecting court fees, deposits and fines.

2. Court Registries.

- i) Registration of cases ,opening and retrieval of case files;
- ii) Issuance of summonses, notices and preparation of warrants;
- iii) Proof-reading court proceedings;
- iv) Entering judgments and other court orders;
- v) Compiling monthly returns under the supervision of a senior officer; and
- vi) Compiling daily, monthly and any other returns under the supervision of a senior officer; and
- vii) Compiling of statistical returns.

3. Court Interpretation

- i) Ensuring that the courtrooms/chambers are properly arranged and that files and stationery are available for use by Judicial Officers;
- ii) Calling out names of parties to a suit;

- iii) Interpreting court proceedings;
- iv) Conducting swearing of witnesses ;
- v) Preparing orders for signature;
- vi) Maintaining court diaries;
- vii) Compiling of statistical returns;
- viii) Receiving, listing and securing exhibits; and
- ix) Ensuring security of files and exhibits.

Job Requirements: Academic and Professional Qualifications

This is an entry point to the Court Assistant cadre. For appointment to the grade, the applicant must have: -

- i. Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade C- or its recognized equivalent;
- ii. Knowledge in Computer.
- iii. Good command in English and Kiswahili
- iv. Met the requirements of Chapter Six (6) of the Constitution.

Note: Applicants with additional certificates/qualifications will have an added advantage.

Job Core Competencies:

- i. Knowledge in maintenance of files and smooth flow of files and documents through the court system
- ii. Good Interpersonal relations;
- iii. Good Communication skills;
- iv. Problem-solving skills
- v. Confidentiality and High Integrity
- vi. Ability to work under pressure; and
- vii. Merit and ability as reflected in work performance and results.

HOW TO APPLY

Interested and qualified persons are requested to make their applications by: -

1. Filling an **Online Application** for Employment Form available at the JSC jobs portal: <https://www.jsc.go.ke/index.php/careers/>
2. Applicants should upload soft copies of the following documents to the online application-
 - (a) A letter of application;
 - (b) A detailed and updated curriculum vitae, *to include background information such as past employment record (if any)*.
 - (c) Names of three (3) referees; two (2) professional referee and one (1) character reference;
 - (d) Certified copy of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
 - (e) Certified copies of academic and professional certificates, testimonials and academic transcripts;
 - (f) Applicant's recent coloured passport size photograph.

Shortlisted candidates will be required to submit valid copies of clearance certificates from the following bodies during the interview: -

- Kenya Revenue Authority
- Higher Education Loans Board
- Directorate of Criminal Investigation
- Ethics and Anti-Corruption Commission
- A recognized Credit Reference Bureau; and
- Clearance from relevant professional body, where applicable.

Applicants **MUST** take note that it is a criminal offence to provide false information and documents in the job application and the same will be verified by relevant bodies.

The application must reach the Commission **NOT LATER THAN 29TH OCTOBER, 2021 AT 5.00 P.M.**

Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Judicial Service Commission is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. Applicants from marginalized groups and those living with disability are encouraged to apply.