SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Department: The Judiciary

Post: Court Usher

Salary: Rs16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 (12 035 066)

Effective Date: 15 September 2016

Qualifications: A   (a)   Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings <u>or</u>

(b)   Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B.   A Cambridge Higher School Certificate <u>or</u> Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C.   Candidates should be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

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NOTE 1

Consideration will also be given to candidates who reckon at least two years' experience in court procedures in the office of an attorney-at-law and who possess the qualifications at A and C above.

NOTE 2

Candidates will be required to pass such examination prescribed by rules made by the Judges of the Supreme Court. The examination will be conducted by the Public Service Commission.

Candidates should produce written evidence of knowledge/experience claimed.

Duties:

1. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sales of forfeited and seized articles.

2. To attend court sittings, maintain order and discipline, call cases, parties and witnesses and administer oath to witnesses.

3. To keep warrant books and books of entries.

4. To keep register of documents (Usher's book of returns) and make the appropriate daily entries.

5. To process money payable to the Judge in Bankruptcy and Master and Registrar.

6. To act as Invigilator in vocational examination.

7. To act as Auctioneer before the Master's bar and for the sales of seized and forfeited articles.

8. To generally perform such relevant duties as laid down in the Ushers' Act, Intermediate and District Court (Civil and Criminal Jurisdiction) Acts, Insolvency Act, Sale of immoveable property Act, Rules of the Supreme Court, Courts Act, Civil and Criminal Procedure Act and Code of Procedure Civile.

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9.   To use ICT in the performance of his duties.

10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Court Usher in the roles ascribed to him.

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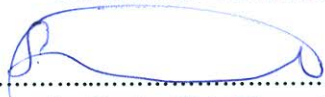
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