

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Magistrate I, District Court, Department of Justice, Saint Lucia.

JOB DESCRIPTION

JOB TITLE : Magistrate I
REPORTS TO : Senior Magistrate
SUPERVISES : N/A
CLASSIFICATION : Grade 17

A. RESPONSIBILITIES AND RELATIONSHIPS

1. To preside over and effectively deal with all aspects of the Court process.
2. Works under the direction of and reports to the Senior Magistrate.
3. Required to respond to the Permanent Secretary of the Department of Justice from time to time on matters relating to work in progress.

B. DUTIES AND TASKS

1. Presides over and determines criminal, quasi-criminal and civil matters and Family Court matters when needed in the First and Second Districts.
2. Acts as Coroner and presides at inquests.
3. Receives for purposes of bail or remand, all charges of indictable offences and makes such order in respect thereof as may be required by the provisions of the Criminal Code or any other statute.
4. Hears, tries and determine all charges and matters punishable on summary conviction or which may be dealt with by summary orders, and all complaints or information for the recovery of fines, penalties or forfeitures which are not specifically assigned by statute to the Supreme Court.

5. Performs any other work-related duties as may be assigned by the Senior Magistrate from time to time.

C. CONDITIONS

1. Congenial office accommodation is provided in the offices of the District Court.
2. Institutional support is provided through appropriate Civil Service Regulations, Statutory Instruments and Departmental Guidelines.
3. Opportunities exist for personal development and career advancement through general in-service and external training.
4. Required to maintain confidentiality and integrity at all times.
5. Functions in a scheduled travelling post and will receive basic travelling and mileage allowance in accordance with approved rates.
6. Required to maintain a motor vehicle for the proper performance of duties.
7. Performance will be evaluated twice yearly in keeping with Public Service Rules and Regulations.
8. Salary is in accordance with the terms and conditions stipulated by the Government of Saint Lucia in the Estimates of Expenditure.
9. A Legal Officer's allowance, a telephone allowance, and 100% duty free allowance on vehicles will be provided in accordance with contractual agreement or approved rates.
10. Vacation leave will be provided in accordance with Public Service Rules and Regulations.
11. Contractual appointment.
12. This post is non-pensionable in accordance with amended Pensions Act of 2003.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of and ability to interpret the Laws of Saint Lucia, and other relevant persuasive legal authorities from other jurisdictions.

2. Working knowledge of Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Finance (Administration) Act, Financial Regulations, Procurement and Stores Regulations and Collective Agreements.
3. An understanding and observance of the Bangalore Principles of Judicial Conduct.
4. Decisiveness, soundness of judgment and clarity in issuing directives.
5. Good advocacy skills.
6. Effective communication and interpersonal skills.
7. Computer literacy.

E. QUALIFICATIONS AND EXPERIENCE

1. Master of Law Degree plus a Legal Education Certificate with a minimum of four (4) years legal experience.

OR

2. Bachelor of Law Degree plus a Legal Education Certificate with a minimum of five (5) years legal experience.

F. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Demonstrated knowledge and technical expertise relevant to the job.
2. Accuracy, thoroughness, and timeliness of work produced.
3. Quality and quantity of work produced.
4. Demonstrated responsibility, authority and ability to take action with regard to assigned duties.
5. Effectiveness in relating to internal and external customers.
6. Self-reliance, creativity and ingenuity in effectively fulfilling the duties of the post.

7. Judgment and decision-making as it pertains to area of responsibility.
8. Demonstrated positive interaction and effective communication with work colleagues.
9. Proven time management skills and punctuality at work.

G. REMUNERATION

Salary will be commensurate with experience and qualifications.

Applications, along with two references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
P.O. Box 1093
Castries
Saint Lucia, W.I.

to reach him no later than **Monday, 20th March 2017**.

NB: Applications may also be submitted via email to jpsc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.