

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Legal Officer I, Registry of the Supreme Court, Department of Justice, Saint Lucia.

JOB DESCRIPTION

JOB TITLE	:	Legal Officer I
DEPARTMENT	:	Registry of the Supreme Court
MINISTRY	:	Department of Justice
REPORTS TO	:	Registrar of the Supreme Court
SUPERVISES	:	N/A
CLASSIFICATION	:	Grade 15
SALARY RANGE	:	Basic salary of EC\$5,482.49 to EC\$5,695.18 plus allowances of EC\$1,659.25 monthly

A. RELATIONSHIPS AND RESPONSIBILITIES

1. To provide legal research services and support under the functional direction of the Presiding Judge and the Master of the Court to enable the preparation and provision of information for the purpose of decision making in legal proceedings and matters of a legal nature.
2. Required to respond to the Presiding Judge and Master of the Court on matters of work in progress and liaises when necessary with the Headquarters of the Eastern Caribbean Supreme Court and the Judicial and Legal Services Commission.

B. DUTIES AND TASKS

1. Conducts legal research in relation to matters before the Court by consulting and accessing information on legal precedent and/or from relevant sources to enable the effective disposition of cases and matters before the Court.

2. Prepares legal briefs by researching, analyzing, interpreting and summarizing legal authorities for presentation to the Presiding Judge or Master in pre-trial and trial matters.
3. Assists the Presiding Judge or Master with the preparation of Judgments and Orders using acceptable legal terminology, set procedures and guidelines for timely execution in accordance with established Court standards.
4. Researches, interprets and scrutinizes legislation and makes recommendations for amendments through the preparation of comprehensive arguments in support of the changes in legislation to the Presiding Judge or Registrar.
5. Recommends improvements where necessary, to rules, forms and processes relevant to the administration of the Court to enable continuous improvements in the Court system and day to day operations.
6. Maintains and updates legal knowledge and remains abreast with current legal developments through research and study for the provision of high quality legal services and advice.
7. Performs any other job-related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support provided through access to appropriate civil service regulations, departmental guidelines, Revised Laws of Saint Lucia and other relevant documents.
3. Opportunities exist for personal development and career advancement.
4. Required to operate office equipment by undertaking repetitive hand movements, fine motor coordination and sitting for prolonged periods
5. Required to work beyond the normal working hours from time to time.

6. Required to remain current on developments in Public and Case Law.
7. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties.
8. Required to demonstrate a high level of political acuity.
9. Required to function in a regular travelling post with travel allowance provided in accordance with terms and conditions of employment.
10. Required to maintain a motor vehicle for the proper performance of duties.
11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of the Laws of Saint Lucia including laws relating to insolvency, the Civil Code and Code of Civil Procedure, and Execution of Judgments
2. Advanced knowledge of legal principles and Court procedures and practices.
3. Advanced knowledge of legal research skills and techniques including the use of electronic research tools and the use of various office automation tools.
4. Advanced knowledge of and ability to interpret and apply civil service rules and regulations, departmental guidelines and standard operating procedures and Staff Orders and any other relevant policy and legislative documents.
5. Expert oral and written communication skills, presentation skills and expert skills to accuracy and attention to detail.
6. Ability to conduct research, analyze and interpret laws and regulations.
7. Ability to present and explain statements of fact and the law.

8. Ability to exercise judgement, tact, diplomacy, impartiality, decisiveness and clarity in the execution of duties.
9. Ability to effectively plan, organize and manage time.
10. Ability to effectively develop and maintain working relationships with management, colleagues, partners, members of the public and stakeholders at all levels.

E. QUALIFICATIONS AND EXPERIENCE

Bachelor of Laws degree (LLB) plus a Legal Education Certificate with at least two (2) years' experience in a Court system in a Commonwealth jurisdiction.

F. EVALUATION METHOD

1. Demonstrated compliance and application of Civil Service Regulations, Departmental Guidelines, Standard Operating Procedures, Pensions Act and general human resource rules, regulations and policies.
2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.
3. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.
4. Demonstrated accuracy, attention to detail, neatness and effectiveness of work assigned.
5. Demonstrated willingness to accept the responsibility and authority of the post; taking action and making sound decisions on matters associated with the post.
6. Demonstrated ability to effectively relate to internal and/or external clients; displaying respect, fairness, courtesy and consideration of client needs.
7. Demonstrated ability to analyse information, factors and alternatives to situations and problems to arrive at logical conclusions and implement appropriate solutions to ensure completion of assigned tasks.

8. Demonstrated time management skills and ability to complete assigned tasks in a timely manner; punctuality and presence for work, meetings and appointments.
9. Demonstrated ability to work collaboratively; interact positively and communicate effectively with team members and internal and external clients and stakeholders.
10. Demonstrated ability to display self-reliance, creativity, initiative, innovation and ingenuity in effectively fulfilling the duties of the post.
11. Demonstrated ability to maintain confidentiality and flexibility in scheduling work assignments as priorities change and ability to manage time in a fast-paced environment.
12. Demonstrated level of political acuity and emotional intelligence in the conduct of duties.
13. Demonstrated ability to remain current with legal knowledge and developments.
14. Demonstrated ability to apply legal principles, understand and adhere to court proceedings.
15. Demonstrated ability to effectively utilize legal research skill and techniques using various resources.
16. Demonstrated ability to effectively analyze and present laws and legislation.

Applications, along with **two written 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
Castries
Saint Lucia, W.I.

To reach him no later than **Thursday, 12th April 2018.**

NB: Applications may also be submitted via email to jisc@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.