

VACANCY NOTICE

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

JOB DESCRIPTION

JOB TITLE : Legal Officer I
REPORTS TO : Registrar of the Supreme Court
SUPERVISES : N/A
CLASSIFICATION : Grade 15

A. RELATIONSHIP AND RESPONSIBILITIES

1. To provide legal support through legal research and analysis, review and preparation of relevant documentation and making recommendations, to enable the provision of information for the purpose of decision making in legal proceedings and matters of a legal nature.
2. Responds to the Presiding Judge and Master of the Court and liaises with the Eastern Caribbean Supreme Court and the Judicial and Legal Services Commission on matters relating to work in progress.

B. DUTIES AND TASKS

1. Conducts legal research on matters before the Court by accessing information on legal precedence and analysing relevant sources of law to enable the effective disposition of cases.
2. Prepares legal briefs by researching, analysing, interpreting, and summarising legal authorities for presentation to the Court in pre-trial and trial matters.
3. Assists the Presiding Judge or Master of the Court with the preparation of judgments and orders, using stipulated procedures and guidelines, to enable execution, in accordance with established Court standards.
4. Researches, interprets, and scrutinises legislation and makes recommendations for amendments through the preparation of comprehensive arguments and legal opinions in support of changes in legislation.

5. Recommends improvements to rules, forms and processes relevant to the administration of the Court in accordance with established procedures to enable continuous improvements in the Court system and day-to-day operations.
6. Responds to inquiries and/or complaints from internal and external customers and maintains an issues log, through established monitoring mechanisms, to facilitate excellent service delivery and maximise customer satisfaction.
7. Prepares status reports on work plans in accordance with standard operating procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
8. 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 is provided through the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, Estimates of Revenue and Expenditure, Civil Code and Code of Civil Procedure, Legal Profession Act, Finance (Administration) Act and attendant regulations and other relevant policy documents.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Training and Development Policy for the Saint Lucia Public Service.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in public and case law.
6. Required to demonstrate political acuity.
7. Required to maintain integrity, confidentiality, and professionalism in the conduct of duties.
8. Required to be punctual and present for work, meetings and other official appointments and activities.

9. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
10. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.
11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. SKILLS, KNOWLEDGE AND ABILITIES

1. Advanced knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
2. Advanced knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, collective agreements, Civil Code and Code of Civil Procedure, Supreme Court Act, Divorce Act, Divorce Rules, Motor Vehicle and Road Traffic, Criminal Code, Criminal Procedures Rules, Eastern Caribbean Supreme Court Sentencing Guidelines and Practice Directions, Supreme Court Act, Probate Rules, Legal Profession Act, Laws relating to insolvency, Execution of Judgements, Finance (Administration) Act and attendant regulations and other relevant policy documents.
3. Advanced knowledge of, and ability to interpret and apply legal principles, practices and procedures of the Court system.
4. Expert oral and written communication, listening and presentation skills.
5. Advanced analytical and conceptualisation skills.
6. Advanced interpersonal skills and demonstrates emotional intelligence.
7. Advanced organisational skills.
8. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, and presentation programmes.
9. Ability to conduct legal research, including the use of electronic research tools.
10. Ability to present and explain statements of fact and the law.

11. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
12. Ability to manage time, meet deadlines and remain calm under pressure.
13. Ability to exercise initiative and judgment in the execution of duties.
14. Ability to adapt to organisational change.

E. QUALIFICATIONS AND EXPERIENCE

1. Master of Laws (LLM) plus a Legal Education Certificate, plus two (2) years' experience in a post at Grade 12 or above; or two (2) years' relevant professional experience; **OR**
2. Master of Laws (LLM) plus a Legal Education Certificate, plus four (4) years' experience in a post at Grade 10; or four (4) years' relevant professional experience; **OR**
3. Bachelor of Laws Degree (LLB) plus a Legal Education Certificate, plus two (2) years' experience at Grade 13 or above; or two (2) years' relevant professional experience.

F. EVALUATION CRITERIA

1. Demonstrated knowledge of the structure of the public service and ability to interpret and apply its administrative policies and procedures.
2. Demonstrated knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, collective agreements, Civil Code and Code of Civil Procedure, Supreme Court Act, Divorce Act, Divorce Rules, Motor Vehicle and Road Traffic Act, Criminal Code, Criminal Procedures Rules, Eastern Caribbean Supreme Court Sentencing Guidelines and Practice Directions, Supreme Court Act, Probate Rules, Legal Profession Act, Laws relating to insolvency, Execution of Judgements, Finance (Administration) Act and attendant regulations and other relevant policy documents.
3. Demonstrated knowledge of, and ability to interpret and apply legal principles, practices and procedures of the Court system.
4. Demonstrated effectiveness of oral and written communication, listening and presentation and skills.

5. Demonstrated analytical and conceptualisation skills.
6. Demonstrated interpersonal skills and emotional intelligence.
7. Demonstrated organisational skills.
8. Demonstrated computer literacy skills.
9. Demonstrated ability to conduct legal research, including the use of electronic research tools.
10. Demonstrated ability to present and explain statements of fact and the law.
11. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
12. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
13. Demonstrated ability to maintain integrity, confidentiality and professionalism in the conduct of duties.
14. Demonstrated ability to exercise initiative and judgment in the execution of duties.
15. Demonstrated ability to complete assignments and tasks as defined by performance targets.
16. Demonstrated ability to remain current on practices and developments in public and case law.
17. Demonstrated political acuity.
18. Demonstrated ability to prepare and submit reports that meet established standards.
19. Demonstrated ability to adapt to organisational change.

G. SALARY AND ALLOWANCES

1. Tax free salary at the rate of sixty-seven thousand, one hundred and five dollars and sixty eight cents (\$67,105.68) (grade15 step I) per annum.

2. Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance)
3. Legal Officer's Allowance at the rate of twelve thousand dollars (\$12,000.00) per annum.
4. Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per annum.
5. Twenty-one (21) days of vacation leave per annum.
6. Twenty five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.

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 **Friday, 24th March 2023**.

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