

# VACANCY NOTICE

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

## JOB DESCRIPTION

**JOB TITLE** : Registrar of the Supreme Court

**REPORTS TO** : Chief Justice

Chief Registrar of the Eastern Caribbean Supreme Court

Permanent Secretary (on Administrative, Financial and Human Resource related matters)

**SUPERVISES** : Staff of the Registry of the Supreme Court

Staff of Registry of Deeds and Mortgages

**CLASSIFICATION** : Grade 19

---

## A. RESPONSIBILITIES AND RELATIONSHIPS

1. To provide strategic leadership in the administration (management, governing) of the courts, adhering to statutory and regulatory requirements of the law and the Constitution; managing the administrative and judicial functions of the courts to ensure efficiency in the operations of the judicial system inclusive of the Commercial, Criminal and Civil Courts.
2. Responds to Supreme Court Judges and Masters and liaises with attorneys at law and other professionals in the justice system.

## B. DUTIES AND TASKS

1. Establishes and oversees the work programme for the Division in line with the Eastern Caribbean Supreme Court strategic objectives, through strategic planning, consultation with stakeholders and team members and reviewing key evidence-based reports/documentation, to enable the determination of targets, milestones and deadlines.

2. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance to ensure effective performance management.
3. Provides responsive assistance to the judiciary in the execution of their duties through the provision of administrative and legal services for the availability of information and advice on case matters before the court.
4. Manages court proceedings and operations by effecting court policies and procedures, administering duties of the courtroom, preparation and maintenance of legal documentation, scheduling and case management and directing officers of the court and staff of the Registry to guarantee uniformity and compliance within the jurisdiction and adherence to legal and administrative requirements.
5. Advises and guides legal practitioners, litigants, and the public, on court practice, activities and cases; following procedures and policies responding to queries and advising on the status of applications to provide guidance on court-related matters and legal documentation.
6. Ensures the effective administration of the case management system utilising and recommending set policies and procedures to facilitate the monitoring and evaluation of court proceedings, cases, preparation of reports and efficiency in the management of the judicial system.
7. Ensures the effective functioning of the Judicial Enforcement Management System (JEMS) through timely renewal of licenses and maintenance of the system for a more efficient and accurate work flow, case management and courtroom processing.
8. Manages the records management database using prescribed procedures and policies to ensure the availability of current and reliable information for the purpose assessment and analyses for decision making and the preparation of reports.
9. Ensures the registration of legal documents, as required by law, to provide direction, for timely filing and to ensure that the documents adhere to the formats of the courts.
10. Assists with the preparation of policy and procedures manuals for the Registry, Supreme Court through research and consultation to ensure the department's adherence to proper Court protocols.

11. Administers/(precedes) the functions of the Grants of Probate and the Sheriff, Admiralty Marshall, *Ex Officio* Deputy Chief Registrar, Administrator General, Registrar of Deeds and Mortgages, Registrar of Pharmacists and Engineers, and Marshall of the State following the prescribed procedures in accordance with the Constitution, the Supreme Court Act and the Laws of Saint Lucia to fulfill statutory requirements.
12. Functions in the capacity of Secretary to the Disciplinary Committee of the Saint Lucia Bar Association by virtue of the office and in accordance with the Legal Profession Act of the Revised Laws of Saint Lucia, attending meetings and providing guidance to ensure decisions are taken in accordance with the law, regulations, policies and procedures.
13. Supports the review of relevant legislation, policies and procedures through consultation with stakeholders and making recommendations that are constitutionally sound to enable legal reform and decision making.
14. Establishes linkages with all relevant stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfer and the identification of requisite resources to fulfil the mandate of the department.
15. Assist with annual budgetary process of the Department through budget planning meetings, consultation with the Department of Finance, analysis and verification of budget submissions to ensure legal and financial compliance and in accordance with the requirements of the annual Budget Call Circular.
16. Represents the department on committees, conferences and meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
17. Facilitates continuous learning through training, workshops, meetings and other relevant official activities by applying effective training methodologies and presentation skills to develop capacity of team members and relevant stakeholders.
18. Prepares reports outlining achievements and challenges to keep stakeholders informed, facilitate assessment of the Department's performance and to facilitate decision-making.
19. Performs any other job-related duties as may be assigned.

## **C. CONDITIONS**

1. Congenial office 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, departmental guidelines, Estimates of Expenditure and Revenue, Finance (Administration) Act and supporting regulations, and legislation relevant to the ministry/department.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in the legal field.
6. Required to demonstrate political acuity.
7. Required to exercise integrity, confidentiality and professionalism in the conduct of duties.
8. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
9. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's licence.
10. May be required to travel regionally and internationally in the conduct of duties.
11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

## **D. KNOWLEDGE, SKILLS AND ABILITY**

1. Expert knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Expert knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws, civil service rules and regulations, standard operating

- procedures, departmental guidelines, Labour Act, Finance (Administration) Act, the Estimates of Revenue and Expenditure, Collective Agreements and other relevant regulations and policy documents.
3. Expert knowledge of, and ability to interpret and apply the Civil Code and Code of Civil Procedure and the Execution of Judgements.
  4. Expert knowledge of, and ability to interpret and apply legal principles and Court procedures and practices.
  5. Advanced knowledge of legal drafting.
  6. Expert analytical and conceptualisation skills
  7. Expert leadership and management skills with the ability to inspire and motivate staff.
  8. Expert interpersonal skills and consistently demonstrates emotional intelligence.
  9. Expert negotiation and mediation skills.
  10. Expert oral and written communication, listening and presentation skills.
  11. Expert business process management, organisational and project management skills.
  12. Advanced computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes, JEMS and other judicial case management systems.
  13. Ability to conduct legal and other research.
  14. Ability to present and explain statements of facts and the law and to argue clearly and logically, orally and in writing
  15. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
  16. Ability to manage time, meet deadlines and remain calm under pressure.
  17. Intellectually acute, visionary, innovative and capable of translating ideas into policies.

18. Ability to exercise judgment, tact, impartiality, decisiveness and clarity in the execution of duties.

19. Ability to adapt to organisational change.

## **E. QUALIFICATIONS AND EXPERIENCE**

Master of Laws Degree, a Legal Education Certificate or equivalent qualification recognized in Saint Lucia, Admission to the Saint Lucia Bar, plus at least three (3) years' experience in a post at Grade 15 or above or at least three (3) years' relevant professional experience.

OR

Bachelor of Laws Degree, a Post Graduate Diploma, a Legal Education Certificate or equivalent qualification recognized in Saint Lucia, Admission to the Saint Lucia Bar, plus at least four (4) years' experience in a post at Grade 15 or above, or at least four (4) years' relevant professional experience.

## **F. EVALUATION METHOD**

1. Demonstrated knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
2. Demonstrated knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws of Saint Lucia, civil service rules and regulations, standard operating procedures, departmental guidelines, Labour Act, Finance (Administration) Act, Estimates of Revenue and Expenditure, collective agreements and other relevant regulations and policy documents.
3. Demonstrated knowledge of, and ability to interpret and apply the Civil Code and Code of Civil Procedure and the Execution of Judgements.
4. Demonstrated knowledge of, and ability to interpret and apply legal principles and Court procedures and practices.
5. Demonstrated analytical and conceptualisation skills
6. Demonstrated leadership and management skills.
7. Demonstrated interpersonal skills and consistently demonstrates emotional intelligence.

8. Demonstrated negotiation and mediation skills.
9. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
10. Demonstrated business process management, organisational and project management skills.
11. Demonstrated computer literacy skills.
12. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
13. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
14. Demonstrated intellectual acuity and ability to be visionary and innovative.
15. Demonstrated ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
17. Demonstrated political acuity
18. Required to remain current on practices and developments in the legal field.
19. Demonstrated ability to prepare and submit reports that meet established standards.
20. Demonstrated ability to adapt to organisational change.

## **G. REMUNERATION**

1. Tax free salary at the rate of one hundred and three thousand, one hundred and ninety four dollars (\$103,194.00) (Grade19 Step I) per annum.
2. Travel Allowance at the rate of eight thousand, eight hundred and eight dollars (\$8,808.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance)

3. Legal Officer's Allowance at the rate of twenty four thousand dollars (\$24,000.00) per annum.
4. Entertainment Allowance at the rate of three thousand seven hundred and eighty dollars (\$3,780.00) per annum.
5. Telephone Allowance at the rate of one thousand and ninety-eight dollars (\$1,098.00) per annum.
6. Twenty-three (23) days of vacation leave per annum.
7. Twenty-five percent (25%) gratuity of the basic salary will be paid on satisfactory completion of the contract.

Applications, accompanied by **two references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary  
Judicial and Legal Services Commission  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
P.O. Box 1093  
Castries  
Saint Lucia, West Indies

to reach him no later than **Monday, 11<sup>th</sup> November 2019.**

**NB:** Applications may also be submitted via email to [jisc@eccourts.org](mailto: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.