

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Judicial Clerk** within the **Eastern Caribbean Supreme Court**.

JOB DESCRIPTION

JOB TITLE : **Judicial Clerk**

REPORTS TO : Chief Registrar

CLASSIFICATION : MPP 2

A. DUTIES AND TASKS

1. Reviews and summarizes evidence, procedural history, and legal issues, in relation to matters before the Court.
2. Researches legal authorities.
3. Identifies and analyzes factual and legal issues relevant to the disposition of appeals.
4. Prepares memorandum summarizing the factual and legal background of an Appeal and analyzing the factual and legal issues.
5. Responds to judge's queries on procedural and substantive issues.
6. Reviews documents at the request of judges.
7. Prepares digests and records of proceedings at sittings of the Court in Saint Lucia.
8. Reviews court documents in particular, judgments and decisions for completeness of format, citations, grammar, spelling, clarity and accuracy.
9. Performs such other duties as may be assigned by the Chief Justice, Justices of Appeal or the Managing Judge.

B. SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to proof read accurately.
2. Ability to prepare judgments for delivery.
3. Ability to review and summarize evidence, procedural history and legal issues in relation to matters before the Court.
4. Ability to conduct research for the Chief Justice and Justices of Appeal.
5. Ability to prepare digests and records of proceedings at Sittings of the Court.
6. Ability to identify and analyze factual and legal issues relevant to the disposition of appeals.
7. Ability to formulate disposition for consideration of Judges.
8. Effective oral and written communication skills.
9. In addition, the applicant must have been called to the Bar in a Commonwealth Country. The applicant should have sound working knowledge and training in Research methods, Legal research and analysis, Rules of the Supreme Court and Court of Appeal Rules, Protocol and IT applications for office operations.

C. QUALIFICATIONS AND EXPERIENCE

Applicants should have the following qualifications:

- A Bachelor of Laws Degree and a Certificate in Legal Education or equivalent.
- At least one (1) year of relevant prior working experience in a similar environment.

D. REMUNERATION

Salary will be commensurate with qualifications.

Applications along with two [2] references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
P.O. Box 1093
The Waterfront, **Castries**.

To reach her no later than **20th August, 2010**.