

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of Crown Counsel II within the Attorney General's Chambers.

JOB DESCRIPTION

JOB TITLE : **CROWN COUNSEL II**
REPORTS TO : **SOLICITOR GENERAL**
SUPERVISES : **N/A**
CLASSIFICATION : **Grade No. 16**

A **RELATIONSHIP AND RESPONSIBILITIES**

1. Works under the direction of and reports to the Solicitor General.
2. Required to respond whenever necessary to the Attorney General, Solicitor General and or Senior Crown Counsel on matters relating to work in progress.

B **DUTIES AND TASKS**

1. Appears and represents the Government of St. Lucia in the District Courts and the High Court.
2. Appears in appeals in disciplinary matters involving members of the Public Service.
3. Prepares legal documents to be filed in civil matters.
4. Provides legal advice to all Ministries of Government.
5. Vets documents for Marriage Licences.
6. Prepares petitions for escheat of vacant lands.
7. Prepares and vets Deeds, Contracts and Agreements to which Government is a party.

8. Represents the Office of the Attorney General on various statutory bodies and committees.
9. Performs such other duties as may be assigned from time to time by the Attorney General or Solicitor General.

C **CONDITIONS**

1. Functions in a scheduled travelling post and will receive basic travelling and mileage allowance in accordance with approved rates.
2. Required to maintain a motor vehicle for the performance of duties.
3. Accommodation provided in a general administrative office.
4. Institutional support is provided through appropriate civil service regulations and departmental guidelines.
5. Salary is in accordance with the terms and conditions stipulated by Government in the Estimates/Collective Agreement.

D **STANDARDS**

Work performance will be evaluated on the basis of the following:

1. Timely completion of reports and meeting of task deadlines.
2. Punctual and consistent attendance at meetings.
3. Number of problems investigated and relevance of prescriptions.
4. Compliance with Ministry guidelines and standard operating procedures.
5. Effective implementation of duties, responsibilities and assignments as defined in the job description.

E **SKILLS, KNOWLEDGE AND ABILITIES**

1. A sound working knowledge of the Laws of Saint Lucia.

2. A working knowledge of and ability to interpret Legislation, Civil Service Rules and Regulations, Collective Agreement etc.
3. Ability to plan and organise work and prepare clear concise reports.
4. Ability to analyze issues, make interpretations and sound recommendations.
5. Ability to establish and maintain effective working relationships with associates and the public.

F QUALIFICATIONS AND EXPERIENCE

1. A Bachelors Degree in Law plus 2 years experience.

OR

2. A Bachelors Degree in Law with 1 year experience plus post graduate degree.

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

The Secretary
Judicial and Legal Services Commission
Heraldine Rock Building
The Waterfront
Castries
Saint Lucia W.I.

to reach her no later than **2nd July 2010**.