

# **VACANCY NOTICE**

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

## **JOB DESCRIPTION**

**JOB TITLE** : **CROWN COUNSEL III**  
**REPORTS TO** : **SOLICITOR GENERAL**  
**SUPERVISES** : **N/A**  
**CLASSIFICATION** : **Grade 17**

### **A. RELATIONSHIP AND RESPONSIBILITIES**

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

### **B. DUTIES AND TASKS**

1. Appears and represents the Government of Saint Lucia in the District Court and the High Court in constitutional and other civil legal proceedings.
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. Reviews, vets and approves documents for Marriage Licences and Alien Licence applications.
6. Prepares petitions and 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 will commensurate with qualifications and experience.

**D. EVALUATION METHODS**

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

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

**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. Advance knowledge of the Court Procedure.
4. Advance knowledge of legal principles, practices and procedures.

5. Knowledge of government procedures and practices.
6. Ability to communicate persuasively and clearly both orally and in writing.
7. Self-motivated and proven ability to work well as part of a team.
8. Ability to plan and organize work and prepare concise reports.
9. Ability to analyse issues, interpret and make sound recommendations.
10. Ability to establish and maintain effective working relationships with associates and the public.

**F. QUALIFICATIONS AND EXPERIENCE**

1. Master's Degree in Law plus two (2) years experience.

**OR**

2. A Bachelor's Degree in Law plus a Post Graduate Diploma with a minimum of three (3) years practical experience in the legal field.

Applications, along with 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  
Castries  
Saint Lucia, W.I.

to reach her no later than **11<sup>th</sup> December 2015**.

**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.