

MINISTRY OF LEGAL AFFAIRS
CROWN PROSECUTION SERVICE

JOB DESCRIPTION

JOB TITLE : **CROWN COUNSEL IV**
CLASSIFICATION : **18**
REPORTS TO : **Director of Public Prosecutions**
SUPERVISES : **N/A**

A. RELATIONSHIPS AND RESPONSIBILITIES

1. Provides effective prosecution of criminal matters in the Magistrate's Court and High Court on behalf of the Crown
2. Works under the direction of and reports to the Director of Public Prosecutions and Deputy Director of Public Prosecutions.
3. Required to respond whenever necessary to the Deputy Director of Public Prosecutions on matters related to work in progress.

B. DUTIES AND TASKS

B1. Primary Duties

1. Prosecutes and disposes of criminal matters on behalf of the Crown in the Magistrate's Court and the High Court through the processes of Sufficiency Hearing, Case Management, Arraignment, Trial and Sentencing, to ensure effective disposal of cases.
2. Provides guidance and mentorship to junior Crown Counsels and Police Prosecutors to ensure a highly skilled workforce is maintained
3. Prepares submissions on Appeal cases as assigned by the Director of Public Prosecutions for appearances in the Court of Appeal to ensure appropriate decisions are upheld.

4. Examines depositions and case files received from police officers for Sufficiency Hearings and prepares indictments for the effective disposal of cases.
5. Examines investigation files from Customs and other government agencies as assigned by Director of Public Prosecutions and renders legal advice to ensure effective prosecution of matters of a criminal nature.

B2. Secondary Duties

1. Reviews Police investigation files for indictable cases including sexual offences, grievous harm, manslaughter, murder, robbery, stealing, fraud and other related offences to provide legal advice in relation to matters being investigated and prosecuted by police
2. Prepares and drafts indictments in respect of indictable cases filed in the High Court for approval by the Director of Public Prosecutions in preparation for Court hearing.
3. Provides briefing for witnesses in cases being prosecuted at the Magistrate's Court and High Court through individual interviews in preparation for Court hearing to ensure effective prosecution
4. Monitors the progress of cases by ensuring all assignments in relation to cases are completed, and reports on the outcome of cases conducted to ensure updated case information is maintained
5. Ensures all cases for relevant assigned Courts are effectively coordinated to ensure the smooth operations of the Court
6. Conducts training for the police and other law enforcement agencies in the areas of criminal law and procedure, Court procedures and Laws of Evidence to ensure police are kept abreast on relevant changes and to maintain a highly skilled cadre of police prosecutors
7. Participates in case conferences for discussion of issues arising out of cases to ensure readiness for trial
8. Liaises with Police with regard to completion of case files to be heard to ensure effective disposal of cases
9. Engages in research into criminal cases to be adjudicated in the Magistrate's Court, High Court and Court of Appeal to ensure all pertinent information is available for effective disposal of cases

10. Attends workshops, seminars and conferences organized by the Office of the Director of Public Prosecutions, Court of Appeal, Government Ministries, and other local, regional and international agencies to ensure the development of required competencies and skills
11. Performs any other work-related duties as may be assigned by the Director of Public Prosecutions from time to time.

B. CONDITIONS

1. Congenial office accommodation is provided.
2. Institutional support will be provided through appropriate Civil Service Regulations, Statutory Instruments, Collective Agreements and Departmental Guidelines.
3. Opportunities exist for personal development and career advancement through general and specialized in-service and external training.
4. Required to maintain confidentiality and integrity.
5. Required to maintain a motor vehicle for the effective performance of duties.
6. Functions in a scheduled travelling post and will receive basic travel allowance in accordance with approval rates.
7. Performance will be evaluated twice yearly in keeping with the Public Service Regulations.
8. Salary is in accordance with the terms and conditions stipulated by the Government of Saint Lucia in the Estimates of Expenditure.
9. A Legal Officer's allowance and telephone allowance will be provided in accordance with contractual agreement and approved rates.
10. Vacation Leave will be provided in accordance with Public Service Rules and Regulations.
11. Appointment is contractual.
12. The post is non-pensionable and as such will be required to contribute to the National Insurance Corporation.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Advanced knowledge of and ability to interpret the Laws of Saint Lucia.
2. Working knowledge of the Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Collective Agreements and Departmental Guidelines.
3. Working knowledge of computers and computer applications
4. Decisiveness, soundness of judgment and clarity of presentation.
5. Ability to draft indictments and prepare legal submissions.
6. Advanced advocacy skills.
7. Effective communication and interpersonal skills.

E. QUALIFICATIONS AND EXPERIENCE

1. Master of Laws Degree plus a Certificate in Legal Education or equivalent plus four (4) years' experience in legal practice in particular in criminal law.

OR
2. Bachelor of Laws Degree plus Certificate in Legal Education or equivalent plus six (6) years' experience in legal practice in particular in criminal law.

F. EVALUATION METHOD

Work performance will be evaluated on the basis of:

1. Demonstrated knowledge and technical expertise relevant to the job
2. Accuracy, thoroughness, and timeliness of work produced
3. Quality and quantity of work produced
4. Demonstrated responsibility, authority and ability to take action with regard to assigned duties
5. Effectiveness in relating to internal and external customers
6. Self-reliance, creativity and ingenuity in effectively fulfilling the duties of the post

7. Judgment and decision-making as it pertains to area of responsibility
8. Demonstrated positive interaction and effective communication with work colleagues
9. Proven time management skills and punctuality at work

Applications, along with two 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 her no later than **29th February 2016**.

NB: Applications may also be submitted via email to 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.