

Opening Date: 13 July 2018
Closing Date: 27 July 2018
Location: Tortola
Vacancy Notice No.: JLSC 06/2018
Job Classification: Grade 13
Ministry/Department/Unit: Supreme Court
Position Details: Established position
Employment Type: Full-time
Remuneration/Benefits: Salary ranges from \$42,486 – \$67,509. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE

Judicial Assistant

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide administrative support and legal advice to the judges by performing functions relating to administration of justice in an efficient and professional manner.

MAIN RESPONSIBILITIES

1. Perform the following activities as the Judge(s) may direct to support the operations of the Court in a timely and professional manner:
 - a. Conduct research in legal and related areas
 - b. Prepare legal opinions and memoranda
 - c. Read and review records of matters to be heard by the Court
 - d. Advise the Judge(s) on the status of matters pending before the Court
 - e. Submit annually a list of required text for the Judge's Library
2. Enter into correspondence with persons and legal officers as directed by the Judge(s) to ensure adequate coordination and communication.
3. Perform the functions of Protocol Officer for the Judge(s) to ensure these are carried out in a competent and efficient manner at all times.
4. Assist the Registrar at the High Court when Court is on vacation to ensure optimal use of resources.
5. Prepare outgoing letters of request for legal assistance in matters and advise on incoming letters of request for legal assistance in matters when required.
6. Attend/Participate in relevant workshops and seminars and assist with presentations when requested in order to represent the Department and ensure awareness of up-to-date legislation, knowledge and information.
7. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Department.

BEHAVIOURAL COMPETENCIES

1. Manage your time effectively
2. Develop the trust and support of colleagues and stakeholders
3. Ensure products and services meet quality, including requirements
4. Provide information and advice to others
5. Manage self to model behaviour and professional development
6. Ensure compliance with legal, regulatory, ethical and social requirements
7. Communicate and influence effectively
8. Obtain and analyse information for decision-making

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment
- Extended work hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws Degree or equivalent
- Bar Professional Training Course Certificate (BPTC)
- Admitted to the BVI Bar or imminent Call or other common law Bar qualifications
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment
- Sound knowledge of applicable statutes and statutory interpretation
- Sound interpersonal and organizational skills
- Sound oral and written communication skills
- Ability to work under pressure
- Sound legal research skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Judicial and Legal Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

CONTACT THE DEPARTMENT OF HUMAN FOR MORE INFORMATION ABOUT THE EMPLOYMENT PROCESS:

Department of Human Resources • Central Administration Building • Wickhams Cay I • Road Town • Tortola • British Virgin Islands | Tel (284) 468-2178 • Fax (284) 468-3191 • E-mail hrdbvi@gov.vg

British Virgin Islands
Or by email: hrdbvi@gov.vg

prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.