

Opening Date: 25 June 2018
Closing Date: 9 July 2018
Location: Tortola
Vacancy Notice No.: GG 12 of 2018 (**INTERNAL APPLICANTS ONLY**)
Job Classification: Grade 05
Ministry/Department/Unit: Supreme Court
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$21,287- \$33,827** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE
Bailiff
INTERNAL APPLICANTS ONLY
Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will assist with Court documentation, procedures and seatings as well as to assist with seizing and auctioning of recovered items in order to facilitate the effective and efficient management of the Court.

MAIN RESPONSIBILITIES

1. Ensure the smooth functioning of the Court.
2. Enforce court rules, prepare the court and check courtroom for security and cleanliness, administering oaths and marking exhibits in order to maintain order and the effective running of the Court.
3. Serve, endorse and distribute civil and court documents to requisite parties in order to maintain effective management of the department.
4. Seize, secure and auction items which have been recovered in order to facilitate the effective management of the Court.
5. Maintain department systems by entering all requisite information and ensuring that they are kept securely so that up to date records are available and to maintain confidentiality.
6. Make arrangements for the Locus in Quo as well as assist and provide security for jurors on the Locus in Quo in order to facilitate effective management for Locus in Quo.
7. Undertake the duties of Provost Marshal when required to aid the effective and effective management of the Court.
8. Ensure that money is collected from people who are charged by the Court in order to facilitate effective management of the Court.
9. Perform any other related duties as required by the Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

**BEHAVIOURAL
COMPETENCIES**

1. Develop your own skills to improve performance
2. Maintain work activities to meet requirements, including quality
3. Plan the work of your team
4. Consider opportunities for change
5. Gather required information
6. Inform and advise others

**WORKING CONDITIONS/
ENVIRONMENTAL FACTORS**

- Courtroom environment
- Interaction with public on a daily basis

**MINIMUM
QUALIFICATIONS AND
EXPERIENCE**

- High School Certificate or equivalent
- Three (3) years' experience in a related area
- Valid BVI Driver's License
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant guidelines and procedures in serving civil documents
- Sound knowledge of the geographical area of the territory
- Sound knowledge of the use of standard office equipment
- Excellent oral and written communication skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

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:

Permanent Secretary (Acting)
Deputy Governor's Office
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: www.hrdbvi@gov.vg

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 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

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

automatically disqualify an individual from employment with the Government of the Virgin Islands.

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