

JOB TITLE: BAILIFF

JOB ID: T0138

Old JOB Number: 0

REPORTS TO: HEAD BAILIFF

Date revised: 1994-02-28

MINISTRY/DEPARTMENT: SUPREME COURT OF JUDICATURE, MAGISTRATES DEPARTMENT

PURPOSE: To assist in the execution of the tasks in the Bailiff Section, in an effective and efficient manner.

KEY OUTPUTS:

- Timely served summonses.
- Executed writs, ejectment warrants etc.

RANGE OF ACTIVITIES:

- Enters civil and criminal summonses in specified books, in order to maintain record keeping.
- Serves all private and criminal summonses to facilitate the judicial process.
- Executes house rent, fugi and other warrants to facilitate the judicial process.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A sound secondary education and at least three (3) years Military or Paramilitary training.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The job holder works under close supervision and instructions, thus limiting the scope for innovation and decision making. Impact of actions, at this level, is therefore limited to delays that may occur due to untimely execution of tasks.

RESOURCE MANAGEMENT:

- No resources are managed at this level.

COMMUNICATIONS: The job holder communicates with supervising officer, colleagues and members of the public. While most matters are considered routine to the job, there may be sensitive issues which may require tact, especially during the serving of writs, summonses, etc.

WORKING CONDITIONS: The job holder spends approximately 50% of his time out of the office. This may also include time beyond the regulated hours, in order to facilitate serving of writs, summonses, etc.

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