



JUDICIAL SERVICE COMMISSION

DEPUTY REGISTRAR

Supreme Court of Judicature of Guyana

JOB DESCRIPTION

The appointment is pensionable. The Officer appointed will be subject to Judicial Service Commission Rules, Departmental Rules and other conditions of service which may be in force from time to time.

Tenure

The age of retirement for this office is **fifty-five years**.

Salary

The total basic salary for the position is GYD\$ 954,335 in addition to the following allowances:

- Utility – \$20,000
- Special – \$15,000
- Subsistence – \$2,500 per day for out of town work
- Commuted – Commuted allowance is payable at rate of \$9,096, \$7,820 or \$6,336 depending on the Insurance
- Forty-two days annual vacation leave
- Vacation allowance of one (1) month's tax-free basic salary
- Duty Free Concession of 2000cc recurrent at the end of a three or five year period (dependent on purchase of a reconditioned or new vehicle)

General Judicial and Administrative Duties and tasks

The Deputy Registrar of the Supreme Court:

- a. assists the Registrar of the Supreme Court of Judicature in the general administration of the Supreme Court pursuant to section 9 of the High Court Act, Chapter 3:02, and may be assigned to any of the three counties
- b. assists the Registrar of the Supreme Court in providing operational and managerial oversight and supervision of the Registries and staff within the Supreme Court of Guyana.

Legal Duties

1. Assists the Registrar in overseeing the professional work of the Assistant Registrars, Administrative Officers, Heads of Department and Managers of the Court of Appeal and High Court
2. Deputises for the Registrar of the Supreme Court of Judicature as the keeper of the records of the Supreme Court.
3. Deputises for the Registrar of the Supreme Court of Judicature as Chief Marshal in securing articles seized in accordance with the orders of the Court.
4. Reviews and signs documents in relation to execution sales and issues writs of possession
5. Assesses costs
6. Manages and directs the operations of the Probate Registry by:
 - a. reviewing all applications filed for Probate, Letters of Administration and any other grants of representation
 - b. supervising the assignment of estate applications filed to the Chief Justice and any other Puisne Judge assigned to issue the grants of representation
 - c. and supervises the preparation of and signs all grants of representation approved by the Chief Justice and Puisne Judges
7. Perfects or supervises the perfection of Orders of Court by analyzing and reviewing the final order and comparing it with the case records and other case summary documents, to ensure that orders accurately reflect the pronouncement of the court
8. Carries out orders of the Court generally and conducts or directs the conduct of auctions pursuant to Orders of the Court or on levies against property
9. In Admiralty matters apply the provisions of the Guyana Shipping Act, Chapter 49:01 and the rules of Court in relation to admiralty proceedings.

Administrative Duties

1. Is ex-officio Notary Public, Commissioner of Oaths to Affidavits and Justice of the Peace

2. Oversees the implementation of developmental plans, including the Strategic Plan of the Judiciary of Guyana.
3. Checks and certifies accounts and vouchers before payments in the absence of the Registrar
4. Is the secondary signatory on court accounts
5. Signs contracts on behalf of the Supreme Court of Judicature in the absence of the Registrar
6. Prepares certificates of good standing for attorneys-at-law
7. Attends monthly and other financial meetings at the Ministry of Finance in the absence of the Registrar
8. Assists in the planning of the Court's Annual Budget through budget planning meetings at the Ministry of Finance in consultation with the Finance Department of the Supreme Court
9. Contributes to the training of staff and the functioning of the Judicial Education Institute-Guyana
10. Ensures the effective functioning of the e-litigation and case management systems of the Supreme Court through the timely renewal of licenses and maintenance of the system for more efficient and accurate workflow, case management, and courtroom processing
11. Arranges and chairs Special Sittings of the Supreme Court of Judicature in the absence of the Registrar
12. Any other related duties to support the efficient functioning of the courts.

Knowledge, skills and abilities

1. Advanced computer literacy skills including for the presentation of programmes, and application of the e-litigation and other judicial case management systems.
2. Ability to conduct legal and other research.
3. Ability to present and explain statements of facts and the law and to argue clearly and logically, orally and in writing.
4. Ability to effectively develop and maintain working relationships with internal and external stakeholders.
5. Ability to manage time, meet deadlines and remain calm under pressure.

6. Ability to exercise judgment, tact, impartiality, decisiveness, and clarity in the execution of duties.
7. Ability to adapt to organisational change.

Accountability

- Is accountable to the Chancellor and Chief Justice

Key contacts

Internal:

1. The Chancellor
2. The Chief Justice
3. Justices of Appeal, Judges of the High Court, Commissioners of Title, Chief Magistrate & Magistrates
4. Deputy Registrars and Assistant Registrars
5. Court and Procurement Managers, Heads of Department, Administrative Officers and Assistants, Clerks of Court
6. Sub Registry Officers and Clerks of Court
7. The entire staff of the Supreme Court.

External:

1. Attorneys-at-law: receiving and responding to enquiries
2. Law Officers at the Attorney General's Chambers, Solicitor General's Department and State Solicitor's Department in relation to civil claims filed by or against the State.
3. Director of Public Prosecutions in relation to criminal matters
4. Commissioner of Police and other police officers in relation to security, execution of warrants and service of court documents
5. Director of Prisons and other Prisons Officers in relation to the custody of accused persons
6. Financial Institutions: management of bank accounts held by the Supreme Court, and the opening and closing of bank accounts in the name of the Registrar as ordered by the Court
7. Approving refunds of bail

8. Members of the public: receiving complaints and enquiries and responding appropriately.

Working conditions and environment

1. Must be able to work under stressful conditions and outside the normal working hours.
The job may entail working extremely long hours.
2. Required to remain current on practices and developments in the legal field.
3. Required to exercise integrity, confidentiality and professionalism in the conduct of duties.

Qualifications

The applicant must be an Attorney-at-law admitted to practice law in Guyana or any Commonwealth country with a minimum of five (5) years' experience in civil and/or criminal procedure.

Experience in court or public administration would be an asset.

Applicants are expected to have management and computer skills and an aptitude for working in a digitised environment which includes the e-litigation and case management systems for the Judiciary.

The applicant is also expected to possess a high level of personal integrity and are expected to subscribe to the Code of Conduct for Judicial Officers of the Supreme Court of Judicature of Guyana and other conditions of service which may be in force from time to time.

**Secretary
Judicial Service Commission
April 16, 2026**