



**JUDICIAL SERVICE COMMISSION
GUYANA**

CHIEF MAGISTRATE

JOB DESCRIPTION

The appointment is pensionable. The Officer appointed will be subject to Judicial Service Commission Rules, the Supreme Court of Judicature of Guyana Code of Conduct for Judicial Officers, Departmental Rules and other conditions of service which may be in force from time to time.

Tenure

The Chief Magistrate shall hold office until he/she attains the age of fifty-five years.

Salary and benefits

The total gross earnings for the position is GYD\$1,157,731 monthly, inclusive of the following allowances and benefits:

- Utility – \$20,000
- Special – \$20,000
- Commuted – payable at a rate of \$9,096, \$7,820 or \$6,336 depending on the Insurance coverage.

- Mileage is payable at a rate of \$20.91 per mile from Head Office to out of town court.
- Subsistence of \$2,500 per day for working out of district.
- Duty Free Concession recurrent at the end of a three or five years period (dependent on purchase of new or reconditioned vehicle).
- Vacation Allowance of one (1) month tax free basic salary.
- 24 hours security service

Description:

The person appointed will be required to plan, direct and co-ordinate of the work of the Magistracy to ensure the proper functioning of the Courts. The person appointed will also be required to perform judicial functions, which entails regular sittings in Court of more difficult and important cases. In addition, the Chief Magistrate performs all the functions of a Magistrate.

Responsibilities

Judicial:

- Preside over the Magistrates' Courts.
- Hear and determine summary cases.
- Hold preliminary inquiries into indictable offences
- Preside over claims brought pursuant to the Summary Jurisdiction (Petty Debt) Act.
- Conduct Juvenile Court, Drug Treatment Court, Domestic Violence and other specialist Courts
- Perform the duties of a Coroner
- Manage the resources at the disposal of the Magistrate's Court, including the duties and responsibilities of Accounting Officer.
- Sit on Licensing Committees for the granting of liquor, club, money lenders and other types of licenses.
- Submits written memoranda of reasons for decisions which are appealed to the Full Court or Court of Appeal.
- Undertake such other duties as may be assigned by the Chancellor and Chief Justice from time to time.

Administrative:

1. Sit as Chairperson of various Boards and Committees.
2. Assist in the general supervision of Deputy Chief Magistrate, Principal Magistrates, Senior Magistrates and Magistrates.
3. Exercise general supervision over clerical and other subordinate staff throughout the Magistracy.
4. Assist in planning training programmes annually for Magistrates.
5. Assess the performance of Magistrates and prepare reports.
6. Administer oaths of office where it is statutorily required.

Qualifications:

Applicants for the position must:

- i. have a Bachelor's Degree in Law and a Legal Education Certificate;
- ii. be qualified to practise law in the Co-operative Republic of Guyana and have general knowledge of the Laws of Guyana; and
- iii. have at least 12 years practice as an Attorney-at-law in Guyana or any Commonwealth jurisdiction; or
- iv. have experience as a Principal Magistrate

Applicants are expected to have knowledge and experience in criminal practice and procedure. Applicants should demonstrate strong leadership and management competencies and have excellent communication and interpersonal skills.

Applicants are also expected to possess a high level of personal integrity and impartiality and to uphold other core values of the Judiciary.

Vacation Leave and Vacation Allowance will be granted in accordance with the Judicial Service Commission Rules.

Secretary (ag)
Judicial Service Commission
September 27, 2024