



**JUDICIAL SERVICE COMMISSION  
GUYANA**

**DEPUTY 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 Deputy 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\$1,126,002 monthly, inclusive of the following allowances and benefits:

- Utility – \$15,000
- 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

**Description:**

The person appointed will be required to assist the Chief Magistrate in the planning and execution 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, in addition, the Deputy 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 civil claims brought pursuant to the Summary Jurisdiction (Petty Debt) Act, Landlord and Tenant
- Conduct Juvenile Court, Drug Treatment and other Treatment Courts
- Perform the duties of a Coroner
- Manage the resources at the disposal of the Magistrate's Court.
- Convene sittings of Licensing Committee for granting of liquor, club and money lenders and other types of licenses.
- Submit 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 Chief Magistrate, the Chancellor and the Chief Justice from time to time.

#### **Administrative:**

- Deputize for the Chief Magistrate where he/she is absent or unable to act.
- Assist the Chief Magistrate in the general supervision of Principal Magistrates, Senior Magistrates and Magistrates.
- Exercise general supervision over clerical and other subordinate staff throughout the Magistracy.
- Assist in planning training programmes annually for Magistrates.
- Assess the performance of Magistrates and prepare reports for submission to the Chief Magistrate.

### **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 10 years practice as an Attorney-at-law in Guyana or any Commonwealth jurisdiction or

iv. have experience as a Senior or 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**