



JUDICIAL SERVICE COMMISSION

DEPUTY REGISTRAR

Berbice

Supreme Court of Judicature

JOB SPECIFICATION/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 Deputy Registrar shall hold office until he/she attains the age of **fifty-five years**.

Salary

The total basic salary for the position is GYD\$ 754, 284 monthly inclusive of the following allowances:

Utility	–	\$20,000
Special	–	\$15,000
Duty free concession for a vehicle to a maximum of 2000cc		

Job Description

The person appointed will assist the Registrar of the Supreme Court of Judicature in the general administration of the Supreme Court in Berbice.

The person appointed will also be required to perform any other related duties to support the efficient functioning Courts.

Qualifications

The applicant:

- i. should be an Attorney-at-law with a minimum of three (3) years' professional experience; **or**
- ii. should have a first degree in law (LLB) from a recognized university with professional experience in administration for at least seven (7) years.

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

The person appointed will be required to serve a probationary period of at least six (6) months. On satisfactory completion of the period of probation, the appointee will be confirmed in the appointment and will be required to contribute to the Dependent's Pension Fund at the prescribed rate, subject to the law governing the administration of the Fund.

Secretary (ag)
Judicial Service Commission
October 13, 2023