



## JUDICIAL SERVICE COMMISSION

### MAGISTRATE

#### JOB SPECIFICATION/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 Judges and Magistrates, Departmental Rules and other conditions of service which may be in force from time to time.

#### **Tenure**

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

#### **Salary and benefits**

The total basic salary for the position is GYD\$880, 885 monthly inclusive of the following allowances:

- 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 year 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:

1. serve in any of the ten (10) Administrative Regions of the Co-operative Republic of Guyana.
2. try persons charged with committing summary offences.
3. hear and determine indictable charges heard summarily.
4. conduct preliminary inquiries or paper committals into indictable charges.
5. hear and determine applications made under the Domestic Violence Act, Mental Health Act and other legislation.
6. hear applications for Liquor Licences.
7. hear applications for Money Lender's Licences.
8. serve as Coroner and conduct inquests into unnatural deaths.
9. prepare Memoranda of Reasons for Decisions in a timely manner.
10. prepare returns and reports as required.
11. attend conferences, workshops, and training.
12. be accountable to the Chancellor, Chief Justice, Chief Magistrate, and the Judicial Service Commission.
13. perform any other related duties to support the efficient functioning of the Magistracy.

### **Qualifications**

An Attorney-at-law admitted to practice law in Guyana or any Commonwealth country with at least five (5) years' experience.

Magistrates from any other Commonwealth jurisdiction serving in that capacity for at least three (3) years and qualified to practice in Guyana.

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

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**