

JOB TITLE : Legal Clerk II
REPORTS TO : Senior Legal Clerk, Senior Registry Officer and Clerk of Court I/II
MINISTRY/DEPARTMENT : Supreme Court of Judicature, Magistrates' Department

DUTIES

- Attend to members of the public at the counter.
- Record documents in relevant register in a timely and accurate manner.
- File documents so as to preserve records and facilitate easy retrieval.
- Issue certificates and copies of documents to authorised persons.
- Check and send legal matters for advertisement in the official gazette.
- Record the hearing of matters in the Clerk's minute book.
- Assists in the preparation of summonses (civil, police and private criminal) to facilitate service (ordinary and special) of same by Bailiff and Police.
- Aid in the preparation of writs, house rent warrants, judgment summonses remand arrest, imprisonments and commitment warrants and bail bonds. Maintains civil and criminal index books, Clerks Register of minutes as well as Magistrates' minutes Books.
- Assists in entering into diary all pending cases before the courts and prepares all forms for preliminary inquiries, requests etc.
- Provides assistance in the preparation of notification of fixture of cases so that all concerned may be informed.
- Assists in the preparation of new or variation applications with respect to maintenance and bastardy matters and enters relevant court orders as may be required.
- Assists in the preparation travelling vouchers and witness vouchers and enters same to facilitate payments.
- Provides support in the collection of fines, fees, costs, compensation and witness deposit when acting as court clerk to Magistrate.

- Performs any other related duties.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

- Four (4) GCE/CSEC subjects including English Language.
- OR
- Four (4) LCCI subjects Level II including English Language.
- OR
- Any of the following:
 - (i) Certificate in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (ii) Diploma in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (iii) Certificate in Attainment in Secretarial Science - Government Technical Institute/New Amsterdam Technical Institute
 - (iv) Ordinary Certificate in Commerce - Government Technical Institute/New Amsterdam Technical Institute
 - (v) Ordinary Diploma in Commerce - Government Technical Institute/New Amsterdam Technical Institute
 - (vi) Certificate in Industrial and Social Studies (C.L.C.)