

JOB TITLE: LEGAL CLERK III**JOB ID:** T0701**Old JOB Number:** 0**REPORTS TO:** SENIOR LEGAL CLERK**Date revised:** 2012-07-26**MINISTRY/DEPARTMENT:** SUPREME COURT OF JUDICATURE, MAGISTRATE'S DEPARTMENT

PURPOSE: To facilitate the processing of specified records with respect to the accounting of revenue and expenditure and the maintenance of judicial records.**KEY OUTPUTS:**

- Collected revenue and expedited payments with respect to suitors and bail deposits, compensations, costs, etc.
- Properly maintained accounting and judicial records.
- Effective service to the public.

RANGE OF ACTIVITIES:

- Receives and books all tickets, with respect to traffic offences, in order to ascertain compliance and inform further actions.
- Updates the Register of Tickets in accordance with court decisions and forwards tickets to fines clerk, to facilitate further actions.
- Receives all fines, costs, compensations, bail deposits, etc., as ordered by the court, issues relevant receipts and record same and maintains Fines Register with relevant information.
- Maintain the Suitors' Deposit Cash Book and the Imprest, with respect to monies paid and received.
- Maintains the C.C.B.S. and the Cash Composition Book, to ensure that same are balanced at the end of the day.
- Secures monies received and case jackets, by having them kept in a locked cabinet.
- Records fines and warrants in the Fines and Warrant Register and issues same to the police for execution.
- Processes cards with respect to orders in Maintenance or Bastardy matters, as made by the Magistrates, prepares receipts for monies received in this respect and posts same to complainants living in outlying districts.
- Prepares distress, arrest and commitment warrants for Maintenance and Affiliation Arrears, records same in the Warrant Register and Cards and issues to police for necessary action.
- Maintains Collecting Officer Cash Book and prepares monthly statements, for accountability purposes.
- Processes register of used and unused cheques and assists in countersigning cheques in the collecting office, when necessary.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Passes in four (4) subjects at the G.C.E. 'O' Level, grades A to C or C.X.C. (general proficiency), grades I to III, inclusive of English Language, plus a minimum of three (3) years experience at the level of Clerk of Court II/I or five (5) years experience in a comparable level in the Public Service.

OR

- Passes in three (3) subjects as in (1) above, inclusive of English Language, plus a minimum of four (4) years experience at the level of Legal Clerk II/I or six (6) years experience at a comparable level in the Public Service.

PLUS

- Demonstrated knowledge of the Laws of Guyana in relation to the Customs Act, Public Health Act, Criminal Law, Civil Laws, Petty Debts, Landlord and Tenant Act, Maintenance and Bastardy Act, Coroner's Act, Income Tax Act, Appeals Act, etc., and the governing of Financial Regulations.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- There is very little scope for decision making and innovation by the job holder, since legal requirements, precedents and financial regulations generally inform actions. Major issues are usually resolved at the level of the supervising officer. Impact of ill-advised actions may however be significant, since the efficiency of the Department can be compromised and the course of justice ultimately delayed.

RESOURCE MANAGEMENT:

- The job holder is responsible for all revenue collected, which may have an approximate value of one to three million (1 - 3 M) on any given day. A range of three to five (3 - 5) subordinate staff may also be supervised by the job holder.

COMMUNICATIONS: Communication is obtained at the levels of immediate supervisor and subordinates. Members of the public must also be entertained when dealing with issues such as revenue collection and payment of compensations, etc.

WORKING CONDITIONS: Normal office environment.

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