

JOB TITLE: MARSHAL

JOB ID: T0765

REPORTS TO: FIRST MARSHAL II/I

Old JOB Number: 0

MINISTRY/DEPARTMENT: SUPREME COURT OF JUDICATURE

Date Revised: 2014-06-18

PURPOSE: To carry out court room rituals and execution of writs and summons.

KEY OUTPUTS:

- Proper maintenance of court procedures and practices.
- Updated and accurate Register of Witnesses.
- Properly executed writs and injunctions.
- Timely and accurate jurors lists.
- Service of Court documents.

RANGE OF ACTIVITIES:

- Announces the entry of the judge in the Court-Room as part of the Court procedures.
- Swearing of Witnesses.
- Checks (by observation) the external attire of all attending court with a view to ensure everyone is properly dressed according to court regulations.
- Enters names of all witnesses in a register so as to ensure names are registered for payment of witnesses.
- Serves court documents on parties/litigants as instructed by supervisor.
- Compiles the Jurors List for the Criminal sessions.
- Serves list of jurors to police to summons jurors selected.
- Enforces judgements/orders of Court.
- Assists supervisor during the execution sale on the said sale day.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- The incumbent should have at least three (3) subjects GCE 'O' Level/CXC including English Language.

DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:

- The incumbent must be able to determine the level of acceptability of dress for courts in compliance with regulations. The incumbent must also be able to determine the appropriate time to serve writs and injunctions so that defendants will be available to receive such writs. The incumbent must be able to deal with the problem of locating the defendants so as to ensure the effective execution of the writs. Delays and adjournment of cases can result in failure to execute writs and inform jurors.

RESOURCE MANAGEMENT:

- The incumbent does not supervise any staff and is not responsible for any assets.

COMMUNICATIONS: The incumbent communicates with the public when serving writs and notices by enquiring about the whereabouts of defendants. The incumbent must also communicate with Judges during Court sessions and with Lawyers when reporting on the status of the execution of writs.

WORKING CONDITIONS: The incumbent must work in court room environment and in the fields during the execution of writs and notices.

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CHECKED BY: REGISTRAR OF THE SUPREME COURT OF JUDICATURE