



JUDICIAL SERVICE COMMISSION

REGISTRAR

Supreme Court of Judicature of Guyana

JOB 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 age of retirement for this office is **fifty-five years**.

Salary

The total basic salary for the position is GYD\$1,379,654 in addition to the following allowances:

- Duty – \$1,300
- House/Rent – \$25,000
- Commuted – \$30,000
- Chauffeur – \$102,346
- Utility – \$25,000
- Subsistence – \$2,500 per day for out of town work
- Forty-two days annual vacation leave
- Vacation allowance of one (1) month's tax-free basic salary
- Duty Free Concession - Unlimited cc
- 24 hours security service

General Judicial and Administrative Duties

1. The general powers of the Registrar of the Supreme Court are provided for in the High Court Act, Chapter 3:01.
2. The Registrar is the Chief Executive Officer of the Supreme Court of Judicature and is required to supervise, facilitate and or carry out the administrative, financial, and judicial functions of the Supreme Court.
3. As Chief Executive Officer, the Registrar is the Accounting Officer and Head of the Supreme Court of Judicature as a Constitutional Agency with responsibilities under of the Fiscal Management and Accountability Act, Chapter 73:02.
4. The Registrar is the Keeper of the Seal of the Supreme Court of Judicature and the keeper of the Records of the Supreme Court.
5. The Registrar is responsible for overseeing the professional work of the Deputy Registrars, Assistant Registrars, Administrative Officers, Heads of Department and Managers of the Court of Appeal and High Court.
6. The Registrar is required to supervise the administrative and financial functions related to all Magisterial Districts and Magistrates' courts.
7. As the Chief Executive Officer and Marshal, the Registrar has responsibility for the supervision of the work of the First Marshal and Marshals in relation, for instance, to the service of court documents and enforcement of orders of court.
8. The Registrar is the proper officer of the Caribbean Court of Justice in Guyana, serving as a vital administrative link between the local judicial system and the Caribbean Court of Justice. The Registrar is responsible for handling the formal transmission of appeals and documents between the Guyana Court of Appeal and the Caribbean Court of Justice.

Legal Duties

General

1. Perfects or supervises the perfection of Orders of Court by analyzing and reviewing the final order and comparing it with the case records and other case summary documents, to ensure that orders accurately reflect the pronouncement of the court
2. Signs advertisements for substituted service and conduct vouchers for witnesses to appear in Court pursuant to witness summonses.
3. Checks and signs documents in relation to execution sales and issues writs of possession.
4. Conducts or directs the conduct of auctions where the property of parties found liable is seized through the issuance of writs of execution and writs of possession in accordance with the orders of the Court and any relevant legal statute for the purpose of covering the value awarded by the Court to the applicant.
5. As Proper Officer complies with the Caribbean Court of Justice Act, Chapter 3:07 and the Caribbean Court of Justice Appellate Rules.
6. Pursuant to orders of Court, assess costs, including those ordered by the Caribbean Court of Justice.

Probate

1. Is responsible for the overall supervision of the Probate registry.
2. Is custodian of all wills and codicils that are deposited for safe keeping.

Chief and Admiralty Marshal

1. Carries out orders of the Court generally and conducts or directs the conduct of auctions pursuant to Orders of the Court or on levies against property.
2. In Admiralty matters apply the provisions of the Guyana Shipping Act, Chapter 49:01 and the rules of Court in relation to admiralty proceedings.

Criminal matters

1. Custodian of all court records of the Court of Appeal, High Court and Magistrates' Courts, as well as all exhibits in criminal matters.

2. Supervises the summoning and listing of jurors.
3. Addresses the jurors at the beginning of the session.
4. Arranges for the sequestration of juries and organizes transportation, accommodation and meals for such jurors and is responsible for their comfort and safety.
5. Liaises with the Guyana Prison Service in relation to the execution of sentencing orders of the Court

Administrative Duties

The Registrar as Chief Executive Officer:

1. is ex-officio Notary Public, Commissioner of Oaths to Affidavits and Justice of the Peace
2. oversees and manages all legal and judicial administrative functions of the registries and court offices, more particularly supervises the staff of the court registries at the High Courts and Magistrates' Courts and makes periodic visits to all court locations
3. issues policies and guidelines and oversees the implementation of and adherence by staff to the policies and guidelines of the Supreme Court
4. assigns duties to the professional (legal) staff i.e. the Deputy Registrars, Managers, Heads of Department, Assistant Registrars, First Marshals, Senior Marshals and Marshals
5. assigns and supervises Clerks of Court at various Magisterial Districts.
6. participates in the recruitment of staff and supervises the Personnel Department to address performance management of staff including, where necessary, appraising performance, identifying and providing training as necessary
7. is responsible for assigning and reassigning staff throughout the various departments of the Court
8. assesses and arranges training in conjunction with the Judicial Education Institute-Guyana
9. arranges and chairs Special Sittings of the Supreme Court
10. oversees the planning and execution of all Court functions
11. oversees the Communication & Protocol Unit to approve all outgoing correspondence and messaging as well as arrangements for protocol for judicial officers and guests of the Supreme Court

12. is responsible for the production of the Lists of Criminal Cases for trial which are prepared by the Office of the Director of Public Prosecutions
13. provides strategic and managerial oversight and has overall responsibility for the management of the Supreme Court of Judicature of Guyana
14. oversees the implementation of developmental plans, including the Strategic Plan of the Judiciary of Guyana
15. provides professional, legal and procedural guidance to heads of department and senior staff within the judiciary, ensuring the functions of the administrative departments and registries are in line with best practices and in keeping with the law
16. facilitates the provision of support services for all judicial officers
17. liaises with Registry Officers and Clerks of Court in relation to the maintenance of Court buildings, living quarters for judicial officers and equipment
18. ensures the effective functioning of the e-litigation and case management systems of the Supreme Court through the timely renewal of licenses and maintenance of the system for more efficient and accurate workflow, case management, and courtroom processing
19. is the keeper of the roll of attorneys-at-law and signs all certificates of good standing for attorneys-at-law
20. performs any other related duties to support the efficient functioning of the courts

As the Accounting Officer:

1. Plans and approves the Court's Annual Budget through budget planning meetings at the Ministry of Finance and consultation with the Accounts Department of the Supreme Court
2. Attends Budget meetings with external authorities
3. Oversees the execution of planned budgetary activities and manages the Court's budgetary allocation
4. Is the primary signatory on all Court accounts
5. Signs all contracts on behalf of the Supreme Court of Judicature
6. Approves all Court expenditure
7. Is accountable for all Court revenue and expenditure

8. Ensures strict adherence to financial laws, regulations, and policies
9. Is trustee of all funds paid into Court in pursuit of orders of Court, settlements, and for fines, cash bail, maintenance, and security for costs, as well as for monies that have been seized and otherwise taken into the possession of the Court

Knowledge, skills and abilities

1. Advanced computer literacy skills including for the presentation of programmes, and application of the e-litigation and other judicial case management systems.
2. Ability to conduct legal and other research.
3. Ability to present and explain statements of facts and the law and to argue clearly and logically, orally and in writing.
4. Ability to effectively develop and maintain working relationships with internal and external stakeholders.
5. Ability to manage time, meet deadlines and remain calm under pressure.
6. Ability to exercise judgment, tact, impartiality, decisiveness, and clarity in the execution of duties.
7. Ability to adapt to organisational change.

Accountability

- Is accountable to the Chancellor and Chief Justice

Key contacts

Internal:

1. The Chancellor
2. The Chief Justice
3. Justices of Appeal, Judges of the High Court, Commissioners of Title, Chief Magistrate & Magistrates
4. Deputy Registrars and Assistant Registrars
5. Court and Procurement Managers, Heads of Department, Administrative Officers and Assistants, Clerks of Court
6. Sub Registry Officers and Clerks of Court
7. The entire staff of the Supreme Court.

External:

1. Attorneys-at-law: receiving and responding to enquiries
2. Law Officers at the Attorney General's Chambers, Solicitor General's Department and State Solicitor's Department in relation to civil claims filed by or against the State.
3. Director of Public Prosecutions in relation to criminal matters
4. Commissioner of Police and other police officers in relation to security, execution of warrants and service of court documents
5. Director of Prisons and other Prisons Officers in relation to the custody of accused persons
6. Financial Institutions: management of bank accounts held by the Supreme Court, and the opening and closing of bank accounts in the name of the Registrar as ordered by the Court
7. Approving refunds of bail
8. Members of the public: receiving complaints and enquiries and responding appropriately.

Working conditions and environment

1. Must be able to work under stressful conditions and outside the normal working hours. The job may entail working extremely long hours.
2. Required to remain current on practices and developments in the legal field.
3. Required to exercise integrity, confidentiality and professionalism in the conduct of duties.

Qualifications

The applicant must be an Attorney-at-law admitted to practice law in Guyana or any Commonwealth country with a minimum of seven (7) years' experience in civil and/or criminal procedure.

Experience in court or public administration would be an asset.

Applicants are expected to have management and computer skills and an aptitude for working in a digitised environment which includes the e-litigation and case management systems for the Judiciary.

Applicants are also expected to possess a high level of personal integrity and are expected to subscribe to the Code of Conduct for Judicial Officers of the Supreme Court of Judicature of Guyana and other conditions of service which may be in force from time to time.

Secretary
Judicial Service Commission
April 16, 2026