JOB DESCRIPTION

Position Title: JUDICIAL COUNSEL 1
Department: Registry
Unit: N/A
Reports Directly To: Deputy Registrar & Marshal
Reports Indirectly To: Registrar & Marshal
Directly Supervises: N/A

Position Objective:
To provide support to the Judges and staff of the Court primarily through research and the preparation of legal opinions pertaining to matters before the Court and matters affecting the administrative structure of the Court.

Key Responsibilities:
- Conducts research for the Judges on legal matters impacting the work of the Court
- Prepares legal briefs.
- Vets and proofreads judgments, transcripts, and other documents.
- Check authorities cited in briefs and conduct independent research.
- Assists in the drafting of legal documents such as opinions and briefs; and prepares memoranda, letters and other documents as required.
- Assists in the drafting of speeches for the Judges.
- Provides support for the Judges in their work of improving the delivery of justice in the Caribbean Region.
- Provides support at Court sittings.
- Serves on committees as required.
- Performs any other related duties as assigned from time to time.

Required Knowledge, Skills and Abilities:
- Knowledge of International, regional and local courts and organisations.
- Knowledge of International Law.
- Knowledge of research methods, techniques and sources of electronic databases.
- Strong legal research skills
- Strong analytical skills and ability to make sound judgments.
• Excellent interpersonal, communications (oral and written) and presentation skills.
• Excellent customer service orientation skills.
• Proficiency in the Microsoft Office Suite of programmes, including Word, Excel and PowerPoint. Ability to build trust, credibility and effective working relationships with all levels of staff within the organization and with external stakeholders.
• Ability to efficiently manage time, multi-task and function effectively in a fast paced and demanding environment.
• Ability to work in a team, and demonstrate the highest level of professional integrity, respect and diplomacy for colleagues and others.
• Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
• Ability to use initiative appropriately on the job.
• Ability to maintain confidentiality at all times.

**Internal Relations:**
Liaises with:
• Judges
• Library Unit
• Information Technology Unit
• Protocol & Information Unit
• Public Education & Communication Unit

**External Relations:**
Liaises with:
• Members of the legal fraternity
• Governmental agencies
• Judiciaries in the region

**Minimum Experience and Training:**
• A Bachelor’s Degree in Law with Upper Second Class Honours at minimum from a recognised University.
• A Legal Education Certificate.
• Admission to practise in any Court within the CARICOM region.
• Experience in the practice of law and working knowledge of a foreign language will be an asset.

**BASE SALARY:** US$2,825.13 (Free of taxes)