



COUNCIL OF LEGAL EDUCATION
HUGH WOODING LAW SCHOOL
100-114 Gordon Street, St Augustine
Trinidad. WI

VACANCY ANNOUNCEMENT

The Council of Legal Education invites applications for the post of **Secretary (Grade 7)** at the Legal Aid Clinic of the Hugh Wooding Law School, Trinidad & Tobago. The position is a full-time one and no outside employment may be undertaken. The post holder provides paralegal and secretarial support to the Attorneys-at-Law/Tutor, students and clients of the Clinic. The post holder is also responsible for providing support and guidance to the students in the practical aspect of their clinical education. Strict confidentiality is maintained at all times and para-legal functions are conducted in a manner that models a legal practice.

BRIEF JOB DESCRIPTION:

The Secretary will be required to:

- Provide secretarial services and assist with the day-to-day operations of the office.
 - Communicate with and provide information and assistance to students, staff, clients and other persons having business with the Clinic.
 - Maintain the schedule of appointments for Attorneys-at-Law/Tutors.
 - Maintain a proper record of assigned files (open, closed or completed cases) at the Legal Aid Clinic ensuring confidentiality, security and easy retrieval.
 - Maintain a proper client filing system for all incoming and outgoing correspondence.
 - Assist with the registration of students for the Legal Aid Clinic.
 - Assign a variety of client files to students during their term at the Clinic.
 - Assist with the invigilation of exams, where necessary.
 - Provide relief for the Receptionist desk by greeting walk-in clients, answering the telephone, determining the client's needs and scheduling appointments.
 - Conduct interviews with clients, administer the clients' questionnaire and take statements when necessary.
 - Assist students with the preparation of legal documents.
 - Draft a variety of legal documents and correspondence in a timely manner to be approved by the Tutor.
 - Prepare legal documents for filing at Court Registries, and for delivery to other law offices.
- Performing related duties as assigned

QUALIFICATIONS AND SKILLS REQUIRED

- Diploma in Business Administration from a recognised institution or Administrative Professional Secretary (APS) Certification.
- Certificate in Para-Legal studies.

- A minimum of five (5) CXC subjects inclusive of Mathematics and English A.
- Five (5) years of practical experience in a Law office with emphasis on all aspects of the legal field.

COMPETENCIES AND TRAITS

Technical Competencies

- Advanced knowledge of modern office procedures and methods, including telephone communication, office systems and record-keeping.
- Advanced knowledge of modern business communication, including formatting of letters, memoranda, minutes and compiling reports.
- Excellent knowledge and understanding of legal research and preparation of legal documents.
- Advanced record management techniques for a legal office.
- Compliance with the Law Schools' regulatory policies and practices.

Personal Traits

- Good interpersonal communication skills
- Ability to work as part of a team
- Consistency and attention to detail

BENEFITS INCLUDE:

- Competitive Salary
- Vacation Leave
- Membership in a Contributory Pension Scheme
- Membership in a Group Health Plan

Applicants should submit their letter of application together with an updated curriculum vitae, copies of all relevant certificates and the names and contact information of two (2) referees who are familiar with the applicant's work by **email only to careers@hwlsedu.com**. The application should be addressed to:

**The Human Resource Manager
Hugh Wooding Law School
P.O. Bag 323
Tunapuna 331314
Trinidad, W.I.**

The closing date for receipt of applications is Tuesday, April 30, 2024.

Enquiries relating to salary and allowances may be directed to the Office of the Human Resource Manager, Hugh Wooding Law School at 1-868-235-4957/4958/4959.

The Hugh Wooding Law School wishes to advise that only shortlisted applicants will be contacted.

The Law School reserves the right to extend searches or, in the event of transfer or budget cuts, to not offer the position.

AN EQUAL OPPORTUNITY INSTITUTION