

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Crown Counsel II, Crown Prosecution Service, Ministry of Justice, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE	:	Crown Counsel II
REPORTS TO	:	Director of Public Prosecutions
SUPERVISES	:	N/A
CLASSIFICATION	:	GRADE 16

A. RELATIONSHIP AND RESPONSIBILITIES

1. Represents the State in effectively prosecuting and disposing of criminal offences against the person and either way offences, not amounting to homicides, in the Magistrates' Courts, High Court and Court of Appeal.
2. Liaises when necessary with other divisions within the Department of Home Affairs, Justice and National Security and reports whenever necessary to the Deputy Director of Public Prosecutions.

B. DUTIES AND TASKS

1. Assists the Director of Public Prosecutions in reviewing criminal case files from the Royal St. Lucia Police Force and other government law enforcement agencies to ensure the effective and just prosecution and disposition of cases in the Magistrates' Courts and the Case Management Court of the High Court.
2. Represents the Crown in summary Criminal Appeals cases to ensure appropriate decisions are upheld.
3. Reviews investigation files from the Police and other government agencies and renders legal advice, in consultation with the Director of Public Prosecutions, for the conduct of effective prosecution and disposition of matters of a criminal nature.
4. Drafts indictments in respect of indictable cases filed in the High Court for approval by the Director or Deputy Director of Public Prosecutions in preparation for Arraignment.

5. Conducts legal research and prepares pre-trial submissions and applications to ensure readiness of cases for trial courts.
6. Briefs witnesses in cases being prosecuted at the Magistrates' Courts and High Court through individual interviews in preparation for Court hearing to ensure effective prosecution.
7. Leads the case management team assigned to respective duty Court, to ensure that all scheduled cases are adequately prepared for the smooth operations of the Court.
8. Monitors the progress of cases by ensuring all assignments in relation to cases are completed, and reports on the outcome of cases conducted to ensure updated case information is maintained.
9. Ensures all cases for relevant assigned Courts are effectively coordinated to ensure the smooth operations of the Court.
10. Liaises with Police with regard to completion of case files to be heard to ensure effective disposal of cases.
11. Engages in research into criminal cases to be adjudicated in the Magistrate's Court, High Court and Court of Appeal to ensure all pertinent information is available for effective disposal of cases.
12. Attends workshops, seminars and conferences organized by the Office of the Director of Public Prosecutions, Court of Appeal, Government Ministries, and other local, regional and international agencies to ensure the development of required competencies and skills.
13. Performs any other work-related duties as may be assigned by the Director of Public Prosecutions from time to time.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support provided through access to appropriate civil service regulations, departmental guidelines, The Saint Lucia Constitution Order 1978, Revised Laws of Saint Lucia and other relevant documents.
3. Opportunities exist for personal development and career advancement.
4. Required to operate office equipment by undertaking repetitive hand movements, fine motor coordination and sitting for prolonged periods

5. Required to work beyond the normal working hours from time to time.
6. Required to remain current on legal developments.
7. Required to exercise a high degree of integrity, confidentiality and professionalism in the conduct of duties.
8. Required to demonstrate a high level of political acuity.
9. Required to function in a regular travelling post with travel allowance provided in accordance with terms and conditions of employment.
10. Required to maintain a motor vehicle for the proper performance of duties.
11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. EVALUATION METHOD

1. Demonstrated compliance and application of Civil Service Regulations, Departmental Guidelines, Standard Operating Procedures, Pensions Act and general human resource, rules, regulations and policies.
2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.
3. Effective implementation of duties, responsibilities and assignments as defined in the Job Description.
4. Demonstrated accuracy, attention to detail, neatness and effectiveness of work assigned.
5. Demonstrated willingness to accept the responsibility and authority of the post; taking action and making sound decisions on matters associated with the post.
6. Demonstrated ability to effectively relate to internal and/or external clients; displaying respect, fairness, courtesy and consideration of client needs.
7. Demonstrated ability to analyse information, factors and alternatives to situations and problems to arrive at logical conclusions and implement appropriate solutions to ensure completion of assigned tasks.

8. Demonstrated time management skills and ability to complete assigned tasks in a timely manner; punctuality and presence for work, Court, meetings and appointments.
9. Demonstrated ability to work collaboratively; interact positively and communicate effectively with team members and internal and external clients and stakeholders.
10. Demonstrated ability to display self-reliance, creativity, initiative, innovation and ingenuity in effectively fulfilling the duties of the post.
11. Demonstrated ability to maintain confidentiality and flexibility in scheduling work assignments as priorities change and ability to manage time in a fast-paced environment.
12. Demonstrated level of political acuity and emotional intelligence in the conduct of duties
13. Demonstrated ability to remain current with legal knowledge and developments.
14. Demonstrated ability to apply legal principles, understand and adhere to court proceedings.
15. Demonstrated ability to effectively utilize legal research skill and techniques using various resources
16. Demonstrated ability to effectively analyze and present laws and legislation.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. Advanced knowledge of and ability to interpret the Laws of Saint Lucia.
2. Advanced knowledge of legal principles and Court procedures and practices.
3. Working knowledge and ability to interpret and apply Civil Service Rules and Regulations, Standard Operating Procedures, Staff Orders, Collective Agreements and Departmental Guidelines.
4. Decisiveness, soundness of judgment and clarity of presentation.
5. Ability to draft indictments and prepare legal submissions.

6. Expert oral, written communications and presentation skills and expert skills to accuracy and attention to detail.
7. Advanced knowledge of legal research skills and techniques including the use of electronic research tools and the use of various office automation tools.
8. Advanced and working knowledge of the Judicial Case Management Systems.
9. Advanced knowledge of and ability to interpret and apply civil service rules and regulations, departmental guidelines and standard operating procedures and Staff Orders and any other relevant policy and legislative documents.
10. Expert oral, written communication and presentation skills and expert skills to accuracy and attention to detail.
11. Ability to conduct legal and other research, analyze and interpret laws and regulations.
12. Ability to present and explain statements of fact and the law.
13. Ability to exercise judgement, tact, diplomacy, impartiality, decisiveness and clarity in the execution of duties.
14. Ability to effectively plan, organize and manage time.
15. Ability to effectively develop and maintain working relationships with management, colleagues, partners, members of the public and stakeholders at all levels.

F. QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Law, plus Legal Education Certificate, and one (1) year's experience in a post at grade 14 or above; or one (1) year's relevant working experience.

OR

2. Bachelor's Degree in Law, plus Post Graduate Diploma in Law and Legal Education Certificate, and two (2) years' experience in a post at Grade 14 and above; or at least two (2) years' relevant working experience.

OR

1. Bachelor's Degree in Law, plus Legal Education Certificate, and three (3) years' experience in a post at Grade 14; or at least three (3) years' relevant working experience.

G. SALARY AND ALLOWANCES

- Tax free salary at the rate of seventy- one thousand, fifty-eight dollars and eight-three cents (\$71,058.83) (Grade16, step I) per annum.
- Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance).
- Legal Officer's Allowance at the rate of twelve thousand dollars (\$12,000.00) per annum.
- Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per month.
- Twenty-three (23) days of vacation leave per annum.
- Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.

Application Cover letter, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach her no later than **Monday, 2nd December 2024.**

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.