

# VACANCY NOTICE

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

## JOB DESCRIPTION

<b>JOB TITLE</b>	:	Magistrate II
<b>REPORTS TO</b>	:	Senior Magistrate
<b>SUPERVISES</b>	:	N/A
<b>CLASSIFICATION</b>	:	GRADE 18

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### A. RELATIONSHIP AND RESPONSIBILITIES

1. To preside over court proceedings, interpreting and applying the laws of the state and rendering decisions for the resolution of matters before the court, to support the administration of justice system.
2. Respond to the Permanent Secretary and Presiding Judges and liaises with the Criminal Division, judicial officers and law enforcement institutions on matters relating to work in progress.

### B. DUTIES AND TASKS

1. Presides over court proceedings in the First and Second Districts Courts, conducting research and providing legal opinions, to foster equity and uniformity in the application of laws; to adjudicate criminal, civil, traffic and Family Court matters.
2. Presides as a Coroner by holding inquests as per the requirements of the law.
3. Receives for purposes of bail or remand, charges of indictable offences making such order in respect thereof as prescribed by Criminal Procedure Rules and practices and reporting to the presiding judge as required, to permit the hearing of such matters.
4. Hears and determines charges and matters punishable on summary conviction or which may be dealt with by summary orders, and all complaints or information for the recovery of fines, penalties or forfeitures; administering procedures of the court and applying the laws of the state to ensure that cases are dealt with justly within the confines of the law.

5. Writes and delivers judgments as required, following court protocol and procedures to impose sentencing, liability and/or damages as per the requirement of the law and Constitution, to ensure proper conduct and understanding of proceedings.
6. Presides over Case Management Court hearings as prescribed, to ensure file completion for onward transmission to Trial Court, to permit the determination of matters and support effectiveness in the administration of justice.
7. Guides and directs Attorneys-at-Law, juries, court personnel, litigants and the general public on court protocol in accordance with stated policies and the law, to maintain the integrity of the court process.
8. Manages court room proceedings by monitoring activities during court sessions to ensure that applicable rules and procedures are adhered to.
9. Instructs juries as pursuant to laws, regulations and procedures to ensure that facts are deduced from the evidence presented.
10. Reviews briefs and pleadings, applying the rule of law to determine facts and issues of the case or matter before the court.
11. Researches, interprets and scrutinises legislation and utilises prescribe measures to make recommendations for amendments.
12. Recommends improvements where necessary, to processes and procedures relevant to the administration of the Court to enable continuous improvement in the Court system and day-to-day operations.
13. Maintains and updates legal knowledge and remains abreast with legal development through research and study.
14. May be required to deputise in the absence of the Chief Magistrate, to enable continuity in operations and supervision of other Magistrates, court officers and administrative staff.
15. Performs any other job-related duties as may be assigned.

**C. CONDITIONS**

1. Congenial accommodation is provided within general administrative office and courtroom setting.
2. Institutional support provided through access to the Saint Lucia Constitution Order 1978, Revised Laws of Saint Lucia, appropriate Civil

Service Regulations, standard operating procedures and other relevant regulations.

3. Opportunities exist for personal development.
4. Required to work beyond the normal working hours.
5. Required to observe the independence of the judiciary and conform with established code of judicial conduct.
6. Required to remain current on relevant areas of the law.
7. Required to operate office equipment by undertaking repetitive hand movements, fine motor coordination and sitting prolonged periods.
8. Functions in a scheduled travelling post with travel allowance provided in accordance with terms and conditions of employment.
9. Required to own and maintain a motor vehicle for the proper performance of duties.
10. Required to travel regionally and internationally in the conduct of duties.
11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.
12. Contractual appointment.

#### **D. EVALUATION METHOD**

1. Demonstrated knowledge of, and ability to interpret and apply the Saint Lucia Constitution Order 1978, Revised Laws of Saint Lucia including laws relating to the Civil Code, Code of Civil Procedure, Criminal Code, relevant statutes and case law, appropriate Civil Service Regulations, standard operating procedures and other relevant regulations and policy documents.
2. Demonstrate knowledge of, and ability to interpret and apply the Laws of Saint Lucia including laws relating to the Civil Code and Code of Civil Procedure, Criminal Code and other relevant Statues.
3. Demonstrated application of job knowledge and/or technical expertise relevant to the job, and quality of advice provided.
4. Demonstrated accuracy, attention to detail and effectiveness of work completed.

5. Demonstrated willingness to accept responsibilities and authority of the post and ability to take effective decisions.
6. Demonstrated ability to analyse information and problems to arrive at logical conclusions and institute judgements.
7. Demonstrated negotiation and conflict resolution skills.
8. Demonstrated listening, oral and written communication skills and ability to prepare clear and concise judgments, reports and documents.
9. Demonstrated leadership, management capabilities, interpersonal skills as required and ability to motivate and inspire staff, and assess performance.
10. Demonstrated ability to maintain flexibility in scheduling work assignments as priorities change and ability to manage time.
11. Demonstrated computer literacy skills; with the ability to manipulate software applications such as word processing, spreadsheets, presentation programmes and Judicial Case Management System.
12. Demonstrated ability to exercise initiative, judgment, tact, impartiality, decisiveness and clarity in the execution of duties.
13. Demonstrated ability to remain current on issues related to the law.
14. Demonstrated ability to effectively utilize legal research skills and techniques using various resources.
15. Demonstrated ability to observe the independence of the judiciary and conform with established code of judicial conduct.

#### **E. SKILLS, KNOWLEDGE AND ABILITIES**

1. Advanced knowledge of the structure of the Public Service and the machinery of Government's administrative policies and procedures.
2. Expert knowledge of, and ability to interpret and apply, the Saint Lucia Constitution Order 1978, Revised Laws of Saint Lucia including laws relating to the Civil Code, Code of Civil Procedure, Criminal Code, relevant statutes and case law, appropriate Civil Service Regulations, standard operating procedures and other relevant regulations and policy documents.

3. Expert knowledge of, and ability to apply legal principles; and institute court procedures and practices.
4. Team player with effective interpersonal skills and high level of emotional intelligence.
5. Expert listening, oral and written communications skills and ability to prepare clear and concise judgments, reports and documents for technical and non-technical audiences.
6. Advanced analytical, problem-solving and decision-making skills and ability to manage time in a fast-paced environment, meet deadlines and remain calm under pressure.
7. Expert negotiation and conflict resolution skills.
8. Intermediate level computer literacy skills; with the ability to manipulate software applications such as word processing, spreadsheets, presentation programmes and Judicial Case Management System.
9. Advanced leadership and management skills and ability to inspire and motivate staff.
10. Ability to exercise judgment, tact, impartiality, decisiveness and clarity in the execution of duties.
11. Ability to analyse information and problems to arrive at logical conclusion and implement appropriate solutions.
12. Ability to conduct legal and other research and analyses with the use of electronic research tools, interpret and present statements of fact, laws, regulations and other information.
13. Ability to effectively interact with partners and stakeholders at varying levels.

**F. QUALIFICATIONS AND EXPERIENCE**

1. Master of Laws Degree, a Legal Education Certificate, Admission to the Bar plus at least five (5) years' practical legal and/or court-related experience.
2. Bachelor of Laws Degree, a Legal Education Certificate, Admission to the Bar plus at least six (6) years' practical legal and/or court-related experience.

## **G. SALARY AND ALLOWANCES**

- Tax free salary at the rate of eighty-two thousand, three hundred and twenty-three dollars and ninety-six cents (\$82,323.96) (Grade18, 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 eighteen thousand dollars (\$18,000.00) 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  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
Castries  
Saint Lucia, W.I.

To reach her no later than **Monday, 16<sup>th</sup> December 2024.**

**NB:** Applications may also be submitted via email to [jlsc@eccourts.org](mailto:jlsc@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.