



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

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**VACANCY ANNOUNCEMENT**

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The Council of Legal Education invites applications for the post of **Senior Secretary (Grade 8)** at the Legal Aid Clinic of the Hugh Wooding Law School, Trinidad & Tobago. The post holder will be responsible for providing secretarial, legal and administrative support to the office of the Director of the Legal Aid Clinic. The incumbent is required to maintain strict confidentiality at all times and to conduct all paralegal functions where necessary in a manner consistent with the standards of a professional legal practice.

**BRIEF JOB DESCRIPTION:**

The Senior Secretary will be required to:

- Provide administrative and secretarial support to the Director of the Legal Aid Clinic.
- Communicate with internal and external stakeholders on a daily basis (students, tutors, law firms etc.).
- Prepare all minutes for meetings hosted by the Director of the Legal Aid Clinic.
- Administer petty cash payments and coordinate the reimbursement of petty cash.
- Receive fee payments and disbursements and issue receipts.
- Maintain and update all records in clinic as required.
- Prepare the Legal Aid Clinic timetable and student roster/ attendance schedule.
- Coordinate the registration of all students for the Legal Aid Clinic.

**QUALIFICATIONS AND SKILLS REQUIRED**

- A Bachelor's degree in Management/ Business Administration and at least three (3) years' experience at a senior secretarial/ administrative level; AND
- Eight (8) years' secretarial experience in an office environment.
- Five (5) years' Paralegal training and/or litigation experience in a Law Office or Legal department.
- Certificate in Paralegal studies.

**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.

#### **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](mailto: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 Friday, March 27, 2026.**

**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**