VACANCY NOTICE

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

JOB DESCRIPTION

JOB TITLE	**:**	Crown Counsel I
REPORTS TO	**:**	Director of Public Prosecutions
SUPERVISES	**:**	N/A
CLASSIFICATION	**:**	GRADE 15

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 murder, 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. 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.

6. 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.

7. Ensures all cases for relevant assigned Courts are effectively coordinated to ensure the smooth operations of the Court.

8. Liaises with Police with regard to completion of case files to be heard to ensure effective disposal of cases.

9. 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.

10. 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.

11. 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 is provided through the Constitution of Saint Lucia, civil service rules and regulations, departmental guidelines, standard operating procedures, Estimates of Expenditure and Revenue, Finance (Administration) Act and supporting regulations.

3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.

4. May be required to work beyond the normal working hours.

5. Required to remain current on practices and developments in Public and Case Law

6. Required to demonstrate political acuity.

7. May be exposed to possible volatile situations in the conduct of duties.

8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.

9. Required to be punctual and present for work, meetings and other official appointments and activities.

10. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.

11. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.

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. Proven ability to manage subordinates in the achievement of the Department's goals and objectives.

5. Demonstrated ability to supervise, lead and motivate subordinates to foster a culture of high performance and continuous growth and improvement.

6. Demonstrated accuracy, attention to detail, neatness and effectiveness of work assigned.

7. Demonstrated willingness to accept the responsibility and authority of the post; taking action and making sound decisions on matters associated with the post.

8. Demonstrated ability to effectively relate to internal and/or external clients; displaying respect, fairness, courtesy and consideration of client needs.

9. 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.

10. Demonstrated time management skills and ability to complete assigned tasks in a timely manner; punctuality and presence for work, Court, meetings and appointments.

11. Demonstrated ability to work collaboratively; interact positively and communicate effectively with team members and internal and external clients and stakeholders.

12. Demonstrated ability to display self-reliance, creativity, initiative, innovation and ingenuity in effectively fulfilling the duties of the post.

13. Demonstrated ability to maintain confidentiality and flexibility in scheduling work assignments as priorities change and ability to manage time in a fast-paced environment.

14. Demonstrated level of political acuity and emotional intelligence in the conduct of duties.

15. Demonstrated ability to remain current with legal knowledge and developments.

16. Demonstrated ability to apply legal principles, understand and adhere to court proceedings.

17. Demonstrated ability to effectively utilize legal research skill and techniques using various resources.

18. 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. Advance 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

a. Master's Degree in Law, plus Legal Education Certificate, Admission to the Bar and at least five (5) years legal practice experience especially in criminal law.

OR

b. Bachelor's Degree in Law, plus Legal Education Certificate, Admission to the Bar and at least six (6) years legal practice experience especially in criminal law.

G. REMUNERATION

- Tax free salary at the rate of seventy-six thousand, nine hundred and sixty-six dollars and eight cents ($76,966.08) (Grade15, 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 annum.

- Twenty-three (21) 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.

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

The Secretary
Judicial and Legal Services Commission
Eastern Caribbean Supreme Court
Orange Grove Plaza
Bois D' Orange
P.O. Box 1093
Castries
Saint Lucia, West Indies.

To reach her no later than **Monday, 30th November 2026.**

NB: Applications may also be submitted via email to 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.