LEGAL

JOB DESCRIPTIONS
# Government of Trinidad and Tobago

## JOB DESCRIPTION

## CONTRACTUAL POSITION

### JOB TITLE: DIRECTOR, LEGAL SERVICES

### JOB SUMMARY:

The incumbent is required to manage and direct the activities of the Legal Services Unit or Division of a Ministry/Department and render legal services. Duties include planning, directing and coordinating the work of professional legal staff and legal support staff. Duties also include providing legal advice, representing the Ministry/Department in Court, at Tribunals and meetings, drafting and reviewing legal agreements and other legal documents and participating in negotiations, mediation and arbitration.

### REPORTS TO:

Permanent Secretary or Head of Department

### SUPERVISION GIVEN TO:

- Senior Legal Officer/and other designated legal officers (Direct)
- Legal Officer I and II (Indirect)
- Paralegal Officer (Indirect)
- Legal Research Officer (Indirect)

### DUTIES AND RESPONSIBILITIES:

- Plans, directs and co-ordinates the activities of the professional legal staff and other support staff engaged in the provision of legal services to a Ministry/Department.
- Plans, organises and directs the development of the work programme of the Legal Services Unit/Division.
- Directs, co-ordinates and reviews the work of professional legal staff performing duties such as:
  - appearing in court and before other tribunals;
  - providing advice on legal issues related to the administration, interpretation and enforcement of laws pertinent to the Ministry/Department’s operations;
  - drafting legal documents such as contracts, leases and agreements;
  - preparing draft pleadings for filing;
  - reviewing legal/court documents for completeness and accuracy;
  - preparing legal opinions; and
  - researching and analysing legal matters/issues.
- Provides advice and interpretation to senior management and staff on very complex legal matters/issues.
- Drafts or leads the drafting of very complex legal documents/instruments.
- Directs and participates in the review of existing laws and regulations pertinent to the Ministry/Department and in the recommendation of or the formulation of appropriate amendments.
- Represents the Ministry/Department in court and before other tribunals in very complex legal matters.
- Plans, directs and co-ordinates the review of systems and procedures, and the development of strategies/mechanisms to improve the effectiveness of legal services delivery.
- Drafts budgetary estimates of the Legal Services Unit/Division.
- Identifies and makes recommendations for staff training and development.
- Serves as a resource in the training and development of legal staff.
- Leads or participates in consultations and negotiations with external parties.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents.
- Represents the Ministry/Department on committees, meetings and other fora.
- Performs other related work as necessary.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:
- Extensive knowledge of the Laws of Trinidad and Tobago.
- Extensive knowledge of legal principles and practices.
- Extensive knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.
- Extensive knowledge of court procedures and practices and of rules of evidence.
- Considerable knowledge of legal drafting principles and practices, legal research skills and techniques.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in negotiation, mediation and arbitration.
- Ability to plan, organize, direct and co-ordinate the activities of a division providing legal services.
- Ability to analyse and interpret laws and regulations.
- Ability to present and explain statements of fact and the law logically, orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees, colleagues and members of the public.

### MINIMUM EXPERIENCE AND TRAINING
- Minimum of ten (10) years’ experience as a practicing Attorney at Law.
- Bachelor of Law Degree from a recognised institution.
- Legal Education Certificate or equivalent from a recognised institution.
- Admission to practice Law in Trinidad and Tobago.
Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL OFFICER I

JOB SUMMARY:
The incumbent is required to perform professional legal work in a Ministry/Department under the direct supervision of a higher-level legal officer. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the matters involving the Ministry/Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Senior officer or other designated officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Represents the Ministry/Department on matters before the courts.
- Provides advice on the less complex legal matters.
- Drafts the less complex legal documents and assists in the drafting of the more complex documents including contracts, leases and memorandums of agreements.
- Conducts research, interprets laws, rules and regulations and prepares legal opinions and briefs in respect of the less complex legal matters.
- Provides advice by supplying legal authorities based on research.
- Assists in performing court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and draft pleadings for filing.
- Assists in reviewing existing legislation, rules and regulations related to the Ministry’s/Department’s operations and recommending appropriate amendments.
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and related materials in respect of the Ministry's/Department’s operations.
- Drafts Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters.
- Copies and collates relevant documents.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES
<table>
<thead>
<tr>
<th>KNOWLEDGE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Knowledge of the Laws of Trinidad and Tobago.</td>
<td></td>
</tr>
<tr>
<td>▪ Knowledge of legal principles, practices and procedures.</td>
<td></td>
</tr>
<tr>
<td>▪ Knowledge of legal research methods and techniques.</td>
<td></td>
</tr>
<tr>
<td>▪ Knowledge of the court procedures and practices and of rules of evidence.</td>
<td></td>
</tr>
<tr>
<td>▪ Some knowledge of the laws and regulations related to the Ministry/Department’s operations.</td>
<td></td>
</tr>
<tr>
<td>▪ Some knowledge of legal drafting principles and methods.</td>
<td></td>
</tr>
<tr>
<td>SKILLS AND ABILITIES:</td>
<td></td>
</tr>
<tr>
<td>▪ Proficiency in the use of Microsoft Office Suite.</td>
<td></td>
</tr>
<tr>
<td>▪ Skill in the use of personal computers.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to use e-Government technology platforms.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to use the internet for research purposes.</td>
<td></td>
</tr>
<tr>
<td>▪ Skill in drafting legal documents/instruments.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to interpret and analyse the law and legal issues.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to maintain confidentiality.</td>
<td></td>
</tr>
<tr>
<td>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MINIMUM EXPERIENCE AND TRAINING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ No experience required.</td>
<td></td>
</tr>
<tr>
<td>▪ Bachelor of Law Degree from a recognised institution.</td>
<td></td>
</tr>
<tr>
<td>▪ Legal Education Certificate or equivalent from a recognised institution.</td>
<td></td>
</tr>
<tr>
<td>▪ Admission to practice Law in Trinidad and Tobago.</td>
<td></td>
</tr>
</tbody>
</table>
# JOB DESCRIPTION

## CONTRACTUAL POSITION

**JOB TITLE**: LEGAL OFFICER II

**JOB SUMMARY:**

The incumbent is required to perform professional legal work in a Ministry/Department. Duties include appearing in court, providing legal advice and opinions, and drafting legal documents on matters involving the Ministry/Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO**: Senior Legal Officer or designated officer

**SUPERVISION GIVEN TO**: NA

**DUTIES AND RESPONSIBILITIES:**
- Represents the Ministry/Department in court and before tribunals.
- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry’s/Department’s operations.
- Drafts complex legal documents including contracts, leases and agreements.
- Provides legal opinions and briefs in respect of complex legal issues.
- Prepares instructions for submission to state central legal agencies on legal matters involving the state.
- Performs court cases preparation work such as interviewing witnesses, taking depositions and preparing pre-trials briefs and draft pleadings for filing.
- Assists in planning, directing, coordinating and formulating legal policies and programmes of the Ministry/Department.
- Conducts research and analysis, and reports on legal matters pertinent to the Ministry’s/Department’s operation.
- Conducts or participates in negotiations/consultations with external/internal parties.
- Participates in or conducts the review of existing legislation, rules and regulations related to the Ministry/Department and recommends/drafts appropriate amendments.
- Represents the Ministry/Department on committees and meetings and other fora.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters.
- Performs other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**
- Considerable knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles and practices.
- Knowledge of the laws and regulations pertinent to the Ministry’s/Department’s operations.
- Knowledge of legal drafting principles and practices.
- Knowledge of legal research skills and techniques.
- Knowledge of the court procedures and practices and of rules of evidence.

**SKILLS AND ABILITIES:**
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in drafting legal documents/instruments.
- Skill in negotiation and mediation.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and interpret laws and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically, orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING**
- Minimum of four (4) years’ experience as a practicing Attorney at law.
- Bachelor of Law Degree from a recognised institution.
- Legal Education Certificate or equivalent from a recognised institution.
- Admission to practice law in Trinidad and Tobago.
## JOB DESCRIPTION

### CONTRACTUAL POSITION

**JOB TITLE:** LEGAL RESEARCH OFFICER

**JOB SUMMARY:**

The incumbent is required to perform work involving the conduct of research related to the laws and legal issues pertinent to the operations of the Ministry/Department. Duties include preparing legal documents and developing and maintaining a repository of documents on legal matters. Dependent on assignment, the incumbent may be required to perform the full range or some of the duties listed.

**REPORTS TO:**

Designated officer.

**SUPERVISION GIVEN TO:**

N/A

### DUTIES AND RESPONSIBILITIES:

- Conducts research on legal issues relating to the Ministry’s/Department’s operations and prepares written opinions, working papers and reports thereon.
- Undertakes extensive review of legal documents, instruments and other material identifies issues and proposes amendments.
- Prepares briefs and preliminary drafts of legislative legal material pertaining to the Ministry’s/Department’s portfolio.
- Develops and maintains an up to date repository of laws, judgments, contract precedents and other related material pertinent to the Ministry’s/Department’s operations.
- Contributes to the review and formulation of recommendations to amend legislation pertinent to the Ministry/Department.
- Assists in the drafting of Cabinet/Ministerial Notes on legal matters.
- Assists in the drafting of legal documents such as contracts, agreements, opinion and briefs; and prepares memoranda, letters and other documents.
- Represents the Ministry/Department on committees and at meetings, conferences and workshops.
- Liaises with other divisions and external agencies regarding the work of the Division.
- Copies and collates relevant documents.
- Performs other duties as assigned.
### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:
- Considerable knowledge of legal research principles and techniques.
- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of the laws and regulations pertinent to the Ministry’s/Department’s operations.
- Knowledge of legal drafting principles and practices.
- Knowledge of the court procedures of Trinidad and Tobago.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to conduct legal research work of varying complexity.
- Ability to analyse and interpret law and legal issues.
- Ability to present and explain statements of fact and the law orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

#### MINIMUM EXPERIENCE AND TRAINING
- Minimum of two (2) years’ experience in legal research.
- Bachelor of Law Degree from a recognized institution.
# JOB DESCRIPTION

**CONTRACTUAL POSITION**

## JOB TITLE: LEGAL RESEARCH OFFICER

**JOB SUMMARY:**

The incumbent is required to perform work involving the conduct of research related to the laws and legal issues pertinent to the operations of the Ministry/Department. Duties include preparing legal documents and developing and maintaining a repository of documents on legal matters. Dependent on assignment, the incumbent may be required to perform the full range or some of the duties listed.

**REPORTS TO:** Designated officer.

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Conducts research on legal issues relating to the Ministry’s/Department’s operations and prepares written opinions, working papers and reports thereon.
- Undertakes extensive review of legal documents, instruments and other material identifies issues and proposes amendments.
- Prepares briefs and preliminary drafts of legislative legal material pertaining to the Ministry’s/Department’s portfolio.
- Develops and maintains an up to date repository of laws, judgments, contract precedents and other related material pertinent to the Ministry’s/Department’s operations.
- Contributes to the review and formulation of recommendations to amend legislation pertinent to the Ministry/Department.
- Assists in the drafting of Cabinet/Ministerial Notes on legal matters.
- Assists in the drafting of legal documents such as contracts, agreements, opinion and briefs; and prepares memoranda, letters and other documents.
- Represents the Ministry/Department on committees and at meetings, conferences and workshops.
- Liaises with other divisions and external agencies regarding the work of the Division.
- Copies and collates relevant documents.
- Performs other duties as assigned.

## KNOWLEDGE, SKILLS AND ABILITIES:

### KNOWLEDGE:

- Considerable knowledge of legal research principles and techniques.
- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of the laws and regulations pertinent to the Ministry’s/Department’s operations.
- Knowledge of legal drafting principles and practices.
- Knowledge of the court procedures of Trinidad and Tobago.

### SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
Ability to use e-Government technology platforms.
Ability to use the internet for research purposes.
Ability to conduct legal research work of varying complexity.
Ability to analyse and interpret law and legal issues.
Ability to present and explain statements of fact and the law orally and in writing.
Ability to maintain confidentiality.
Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:
- Minimum of two (2) years’ experience in legal research.
- Bachelor of Law Degree from a recognized institution.
Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:  PARALEGAL

JOB SUMMARY:

The incumbent is required to provide paralegal support to Legal Officers in a Ministry/Department. Duties include researching laws; investigating facts; preparing pleadings, opinions and briefs; maintaining case files and assisting in the preparation of legal documents.

REPORTS TO:  Designated officer

SUPERVISION GIVEN TO:  N/A

DUTIES AND RESPONSIBILITIES:

- Conducts research and drafts or prepares briefs on legal matters as directed.
- Investigates the facts and law of cases and researches relevant sources to prepare cases.
- Reviews legal/court documents for completeness and accuracy.
- Assists in the monitoring and reviewing of government regulations to ensure that the Ministry and its agencies are aware of new requirements.
- Establishes and maintains case files and makes available and easily accessible to legal officers.
- Assists in interviewing parties involved in court proceedings to gather information for case preparation or completion of legal documents.
- Assists in the preparation of legal documents such as contracts, opinions and agreements; drafts correspondence on routine legal issues.
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and other relative material in areas affecting the Ministry’s day to day operations.
- Copies and collates relevant documents.
- Takes notes at court, tribunals, legal proceedings and meetings and generates documents as required.
- Performs other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the methods and techniques of legal research.
- Some knowledge of the Laws of Trinidad and Tobago.
- Some knowledge of the court procedures and practices and rules of evidence.
Some knowledge of legal drafting principles and practices.
Some knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.

**SKILLS AND ABILITIES:**
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to conduct legal research.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING**
- Minimum of two (2) CAPE/GCE ‘A’ Level passes, one of which must be Law OR an Associate Degree in Paralegal Studies.
- Minimum of two (2) years’ experience performing paralegal functions for an Attorney at Law.
# JOB DESCRIPTION

## CONTRACTUAL POSITION

### JOB TITLE: SENIOR LEGAL OFFICER

**JOB SUMMARY:**
The incumbent is required to supervise junior legal officers performing legal work in the Legal Services Unit/Division of a Ministry/Department. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the more complex legal matters involving the Ministry/Department. The incumbent also assists in planning, organising and preparing the work programme of the Unit/Division.

**REPORTS TO:**  Director, Legal Services or designated officer

**SUPERVISION GIVEN TO:**  Junior legal officers and other support staff

**DUTIES AND RESPONSIBILITIES:**
- Supervises junior legal officers and other staff providing legal support work.
- Assigns and reviews the work of junior legal officers while providing training, advice, guidance and direction on legal matters.
- Plans, organises and prepares the work programme of the Legal Services Unit/Division.
- Represents the Ministry/Department in court and before other tribunals on the more complex legal matters.
- Drafts the more complex legal documents including contracts, leases, and agreements.
- Reviews systems, policies and procedures and makes appropriate recommendations to improve productivity and quality service.
- Confers with relevant official of Ministries/Departments and attends meetings to give professional legal advice.
- Prepares and/or reviews legal opinions.
- Reviews legal/court documents for completeness and accuracy.
- Advises on the more complex legal issues related to the administration, interpretation and enforcement of laws pertaining to the operations of the Ministry/Department.
- Participates in or supervises the preparation of instructions for submission to state central legal agencies on legal matters involving the state.
- Participates in or supervises court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and preparing draft pleadings for filing.
- Supervises the conduct of research and analysis on legal matters pertinent to the Ministry’s/Department’s operations.
- Participates in and/or supervises the review of existing legislation, rules, and regulations pertaining to the Ministry/Department and recommends/formulates appropriate amendments.
- Reviews systems and procedures and recommends or devises strategies/mechanisms to improve the effectiveness of legal services delivery.
- Leads or participates in negotiations/consultations with external/internal parties.
- Prepares Cabinet/Ministerial Notes, memoranda, letters, and other documents on legal matters.
- Represents the Ministry/Department on committees and in meetings and other fora.
- Performs other related duties as required.

### KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE:
- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles and practices.
- Considerable knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.
- Considerable knowledge of legal drafting principles and practices.
- Considerable knowledge of legal research skills and techniques.
- Considerable knowledge of court procedures and practices and of rules of evidence.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in drafting legal documents/instruments.
- Skill in negotiation, mediation and arbitration.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to supervise legal officers performing professional legal work.
- Ability to analyse and interpret laws and regulations.
- Ability to present and explain statements of facts and the law, and to argue clearly and logically, orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

### MINIMUM EXPERIENCE AND TRAINING:
- Minimum of eight (8) years’ experience as a practicing Attorney at law.
- Bachelor of Law Degree from a recognised institution.
- Legal Education Certificate or equivalent from a recognised institution.
- Admission to practice law in Trinidad and Tobago.
# Government of Trinidad and Tobago

## JOB DESCRIPTION

**CONTRACTUAL POSITION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Legal Counsel I (Legislative Drafting/ Criminal Law/ Civil Law)</th>
</tr>
</thead>
</table>

## JOB SUMMARY:

The incumbent will be required to perform the less complex professional legal work in one of the assigned areas of Legislative Drafting, Civil Law or Criminal Law. Duties include appearing in Court, undertaking pre trial preparation work, drafting legislation and legal documents, providing legal advice and preparing briefs and opinions. Dependent on assignment, the incumbent may be required to perform duties in one or more of the assigned areas listed.

<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>Legal Counsel II (Legislative Drafting or Criminal Law or Civil Law)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISION GIVEN TO:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## DUTIES AND RESPONSIBILITIES:

### Legislative Drafting

- Conducts research into laws of TT and related laws of other countries
- Prepares or assists in the preparation of drafts of background papers, studies, reports, policies, procedures, guidelines, legislation, legislative texts and commentaries on those texts.
- Drafts simple primary and subsidiary legislation including regulations, rules, instructions, order and proclamations.
- Drafts under close supervision of a senior legal officer or assists a senior legal officer in the drafting of complex legislation and amendments of legislative enactments already in existence.
- Participates in the consolidation of statutes and subsidiary legislation of Trinidad and Tobago for use by senior officers or for guidance of client Ministries where necessary.
- Participates in the discussions on legislative drafting work and general office matters.

### Civil

- Prepares less complex draft pleadings, summonses, affidavits and other legal documents for filing in court.
- Prepares briefs and instructs Advocate Attorney – at – Law in Magistrates Court , High Court, Appeal Court and Tax Appeal Court.
- Attends court in Paternity Applications, mental health applications and Vesting Order Applications and other interlocutory applications.
• Prepares, vets and certifies deeds of lease, bills of sale, consultancy contracts, building and engineering contracts and service contracts and supervises execution of same.

• Receives and peruses less complex applications for waiver of State Rights and prepares and certifies the necessary documents for administering bona vacantia estates.

• Prepares and represents the State on Bills of Costs and reviews.

• Receives and peruses less complex applications for waiver of State rights interviews and obtains all relevant information from petitioners and other interested persons.

• Prepares and certifies all necessary court documents for administering the estates of persons who die without lawful next of kin.

• Represents the State in less complex constitutional and other civil legal proceedings by:
  o Researching and reviewing laws, evidence and judgments
  o Determining whether matters should be settled or whether there should be an appeal
  o Appearing on behalf of the State in constitutional and other civil matters and in interlocutory proceedings at the High Court and Court of Appeal.
  o Presenting oral and written legal submissions to the Courts.
  o Preparing written submissions.

• Prepares advice for Cabinet, Ministries/Departments and other Government Organizations in less complex civil matters

• Drafts and vets less complex commercial documents, agreements and contracts by researching, examining precedents relating to the specific nature of the document.

**Criminal**

• Prosecutes the less complex criminal matters in the Magistrate Court

• Conducts legal research and prepares briefs in preparation for Court

• Conducts preliminary inquiries. This includes:
  o Revising notes of evidence from preliminary inquiries
  o Preparing summaries and drafting relevant indictments in respect of the said inquiries.

• Prepares briefs and opinions for the DPP on the less complex criminal matters.

• Prepares legal advice for the Police Service, Ministries/Departments and other Government Agencies on less complex legal matters and opinions.

• Conducts lectures and workshops for the Police Service with regards to roles and responsibilities and less complex aspects of criminal law.

**General**

- Assists in the preparation of cabinet notes.

- Represents the Ministry/Department at court, parliament, meetings, committees and/or other fora.

- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material.

- Copies and collates relevant documents.

*Performs other duties as may be required*

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of the Laws of Trinidad and Tobago.

- Some knowledge of legal principles, practices and procedures.
- Some knowledge of legal research methods and techniques
- Some knowledge of the court procedures and practices of Trinidad and Tobago and rules of evidence.
- Some knowledge of the statutes governing the functions of the Chief Parliamentary Counsel and/or Solicitor General’s and/or Chief State Solicitor’s and/or Director of Public Prosecution Departments.
- Some knowledge of the methods and techniques of title research and property conveyancing.
- Some knowledge of legal drafting principles and methods.
- Some knowledge of the correct methods of initiating proceedings in the Petty, Civil and Magistrates Court and litigation in the Supreme Court.
- Some knowledge of the principles and techniques of trial advocacy.

**SKILLS AND ABILITIES:**

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in the use of personal computers.
- Ability to use e-Government technology platforms.
- Ability to conduct legal research and to use the internet for research purposes.
- Ability to interpret and analyze the law and legal issues.
- Ability to prepare briefs and opinions and to provide instructions for advocate attorney-at-laws with respect to matters of legislation.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- No experience required
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice law in Trinidad and Tobago.
## JOB DESCRIPTION

**CONTRACTUAL POSITION**

### JOB TITLE: Legal Counsel II (Civil Law)

### JOB SUMMARY:

The incumbent is required to perform the complex professional legal work in the area of Civil Law. Duties include representing the state in complex Civil Law matters, instructing advocate Attorneys-at-law during Court proceedings, providing legal advice and opinions to Ministries/Departments and other Government agencies, drafting, vetting and certifying less complex Civil/Commercial documents such as agreements, contracts, deeds and leases. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

### REPORTS TO:

Legal Counsel III (Civil Law) and/or other designated Officer.

### SUPERVISION GIVEN TO:

N/A

### DUTIES AND RESPONSIBILITIES:

- Represents the State in complex civil legal proceedings as Advocate Attorney or as Junior Counsel to Senior State Counsel. This includes:
  - Researching and reviewing laws, evidence and judgments;
  - Determining whether matters should be settled or whether there should be an appeal;
  - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
  - Preparing and presenting oral and written submissions in court.
- Prepares cases for trial by interviewing and taking statements from defendants, witnesses and other relevant persons by conducting research into the Law and advising on pre-trial matters.
- Prepares letters, simple draft pleadings, summonses, affidavits, statements of claim and other legal documents for filing in court.
- Prepares briefs for and instructs advocate Attorney-at –law during Court proceedings in High Court, Appeal Court, Tax Appeal Board and Industrial Court matters.
- Attends Court on Chamber applications such as vesting order, paternity applications and mental health applications as well as interlocutory applications relating to cases for trial.
- Prepares and represents the State on Bills of Costs and reviews.
-Drafts and vets complex commercial documents, agreements & contracts by researching and examining precedents relating to various types of legal documents.
- Conducts research and analysis on a range of legal issues relating to the Ministry’s/ Department’s
operations and assists in the preparation of opinions, working papers and other legal documents.

- Prepares, vets and certifies more complex deeds of lease, bills of sale, licenses, reclamation licenses, lease rental agreements, contracts, agreements, service contracts and supervises execution of the same.
- Provides legal advice to Cabinet, Ministries/Departments/Statutory Authorities and Government Organizations in the complex Civil matters/issues by researching the law and writing legal opinions.
- Receives and peruses more complex applications for waiver of State rights, obtains all relevant information from petitioners and other interested persons and prepares and certifies all necessary court documents for administering the estates of person who have died without lawful next of kin.

Performs other duties as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles, practices and procedures.
- Knowledge of legal research methods and techniques
- Knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.
- Knowledge of legal drafting principles and procedures.
- Knowledge of the statutes governing the functioning of the Departments of the Chief State Solicitor and/or the Solicitor General.
- Knowledge of the methods and techniques of title research and property conveyancing.
- Knowledge of the principles and techniques of trial advocacy.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in advocacy, negotiation and mediation.
- Ability to use e-Government technology platforms.
- Ability to analyze and interpret the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to conduct title research and to prepare and vet summonses, affidavits, statement for claim, deeds, leases, surrenders and Bills of Sale.
- Ability to prepare briefs and defenses and to provide instructions for advocate Attorney-at-law with respect to matters of legislation.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of four (4) years’ experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel II (Criminal Law)

JOB SUMMARY:

The incumbent is required to perform complex professional legal work in Criminal Law. Duties include prosecuting complex criminal matters, representing the state in interlocutory proceedings, providing advice and opinions on criminal matters, conducting research into criminal law, conducting lectures and workshop on matters in Criminal Law and attending to public regarding complaints raised. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Legal Counsel III (Criminal Law) and/or other designated officer.

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

- Prosecutes complex criminal matters at the Magistrates’ Courts and the High Court.
- Represents the State in interlocutory proceedings and the DPP at Bail Hearings in the High Court.
- Interviews witnesses and attends to matters that arise in pre-trial conferences.
- Appears as Junior Counsel to senior legal officers in the Criminal Law Department in respect of proceedings both at the High Court and Court of Appeal.
- Pursues matters raised by London Solicitors relative to pending Privy Council matters.
- Conducts Legal research in matters relating to Criminal Law.
- Prepares summaries and draft indictments in complex criminal proceedings.
- Reviews Corner’s inquests.
- Prepares and submits legal opinions on criminal matters.
- Reviews police files and prosecution material and attends to disclosure requests made by defense counsel.
- Prepares Notes of Advice to police officers and other Government Departments/Ministries.
- Advises Police Officers on evidential and other legal matters relevant to their investigations.
- Attends conferences and seminars and prepares relevant reports.
- Conducts lectures and workshops with respect to aspects of Criminal Law.
- Reviews draft legislations
- Visits crime scenes
- Attends to members of the Public regarding complaints which they may have.

Performs other duties as may be required

**KNOWLEDGE, SKILLS AND ABILITIES**

<table>
<thead>
<tr>
<th>KNOWLEDGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Considerable knowledge of the Laws of Trinidad and Tobago.</td>
</tr>
<tr>
<td>▪ Knowledge of legal principles, practices and procedures.</td>
</tr>
<tr>
<td>▪ Knowledge of legal research methods and techniques</td>
</tr>
<tr>
<td>▪ Knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.</td>
</tr>
<tr>
<td>▪ Knowledge of the statutes governing the functioning of the Department of Public Prosecution.</td>
</tr>
<tr>
<td>▪ Knowledge of the methods and practices involved in presenting and prosecuting criminal matters before the courts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILLS AND ABILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes.</td>
</tr>
<tr>
<td>▪ Skill in trial advocacy, negotiation and mediation.</td>
</tr>
<tr>
<td>▪ Skill in preparing, presenting and prosecuting criminal matters before the Court.</td>
</tr>
<tr>
<td>▪ Ability to use e-Government technology platforms.</td>
</tr>
<tr>
<td>▪ Ability to interpret and analyze the law and legal issues.</td>
</tr>
<tr>
<td>▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.</td>
</tr>
<tr>
<td>▪ Ability to advise on criminal law matters.</td>
</tr>
<tr>
<td>▪ Ability to maintain confidentiality.</td>
</tr>
<tr>
<td>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</td>
</tr>
</tbody>
</table>

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of four (4) years’ experience as an Attorney-at-Law practicing Criminal Law.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
## JOB DESCRIPTION

### CONTRACTUAL POSITION

### JOB TITLE: Legal Counsel II (Legislative Drafting)

### JOB SUMMARY:

The incumbent will be required to perform the less complex professional legal work in legislative drafting under the direct supervision of a higher level legal professional. Duties include drafting and preparing amendments to legislation, conducting legal research, attending Parliament to provide advice and support on legislation being debated, preparing briefs, notes and providing advice as required. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

### REPORTS TO:

<table>
<thead>
<tr>
<th>Legal Counsel III (Legislative Drafting) and/or other designated officer</th>
</tr>
</thead>
</table>

### SUPERVISION GIVEN TO:

| N/A |

### DUTIES AND RESPONSIBILITIES:

- Drafts and prepares amendments to primary and subsidiary legislation including Regulations, Rules, Orders, By-Laws, Proclamations, Notices and Notifications.
- Assists senior legal professionals in the drafting of more complex legislation.
- Drafts explanatory notes to accompany Bills and explanatory memoranda in the case of subsidiary legislation.
- Collates and tabulates comments and prepares preliminary drafts for consideration by the Law Commission.
- Conducts extensive legal research as it relates to existing and proposed legislation and policy.
- Liaises with Ministries, Statutory Authorities and Governmental bodies to clarify or obtain instructions as it relates to the drafting of legislation, advising on legal implications of proposed legislation and policy.
- Attends Parliament when legislation is being debated as well as during the various stages of the passage of a Bill and assists with the immediate re-drafting of amendments to legislation as required.
- Prepares Parliamentary briefs, speaking notes on relevant Bills and responses for the Attorney General to queries from Members of Parliament on Legal and Constitutional issues.
- Advises the Attorney General or Ministries/Departments on legal issues arising from Parliamentary debates.
- Advises the Attorney General, Legislative Review Committee, Cabinet, Parliamentary Committees and Technical Officers on constitutional and administrative issues arising from legislative proposals.
- Advises Ministries/Departments/Governmental Agencies on the legal implications of proposed legislation and policy.
- Assists the Legislative Review Committee by preparing legislative briefs on certain matters before the Committee, advising on the merits of provisions of legislative instruments before it and on any legal issues.
arising therefrom.

- Prepares Cabinet/Ministerial Notes on proposed legislation for Cabinet, also reviews or vets, as required, Cabinet Notes from other Ministries with a view to ensuring feasibility of legislative proposals.
- Attends Joint Select Committee meetings of the Parliament to assist the Committee in understanding the purpose and structure of legislation before it and to re-draft provisions where necessary.
- Prepares statements for oral and written presentations by the Attorney General and by other Ministries, as required.
- Represents the Ministry at local, regional or international workshops, conferences and/or seminars and participates in the relevant discussions with a view to providing the Attorney General with advice on policy formulation which may result in the need for the drafting of legislation.

*Performs other related duties as required.*

### KNOWLEDGE, SKILLS AND ABILITIES:

#### KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Knowledge of legal principles, practices and procedures.
- Knowledge of legal research methods and techniques.
- Knowledge of the court procedures and practices of Trinidad and Tobago.
- Knowledge of legislative drafting principles and methods.
- Knowledge of the laws and regulations related to the Ministry/Department’s operations.
- Knowledge of the methods and machinery of Government with regard to drafting and introduction of legislative enactments.

#### SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in the drafting of legal documents/instruments.
- Skill in advocacy, analytical thinking and reasoning.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

### MINIMUM EXPERIENCE AND TRAINING:

- Minimum of four (4) years’ experience as an Attorney at Law including experience in Legislative Drafting.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
**JOB TITLE:** Legal Counsel III (Civil Law)

**JOB SUMMARY:**
The incumbent is required to perform the more complex professional legal work in the area of Civil Law. Duties include supervising lower legal professionals engaged in Civil Law work, representing the state in complex Civil Law matters, instructing advocate Attorneys-at-law during court proceedings, providing advice and opinions to Ministries/Departments and other Government Agencies, drafting, vetting and certifying complex Civil/Commercial documents such as agreements, contracts, deeds and leases and representing the Ministry/Department and/or State at Court, seminars, workshops and other fora. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO:** Senior Legal Counsel (Civil Law) and/or other designated Officer.

**SUPERVISION GIVEN TO:** Legal Counsel II, I (Civil Law) and/or other designated Officer.

**DUTIES AND RESPONSIBILITIES:**
- Supervises lower level legal professionals engaged in Civil Law legal work.
- Represents the State in the more complex civil legal proceedings as Advocate Attorney or as Junior Counsel to Senior State Counsel. This involves:
  - Researching and reviewing laws, evidence and judgments;
  - Determining whether matter should be settled or whether there should be an appeal;
  - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
  - Preparing and presenting oral and written submissions in court.
- Prepares cases for trial by interviewing and taking statements from defendants and witnesses and other relevant persons by conducting research into the Law and advising on pre-trial matters.
- Prepares letters, simple draft pleadings, summonses, affidavits, statements of claim and other legal documents for filing in court.
- Prepares briefs for and instructs advocate Attorney-at–law during Court proceedings in High Court, Appeal Court, Tax Appeal Board and Industrial Court matters.
- Attends Court on Chamber applications such as vesting order, paternity applications and mental health applications as well as interlocutory applications relating to cases for trial.
- Prepares and represents the State on Bills of Costs and reviews.
- Drafts and vets the more complex commercial documents, agreements and contracts by researching and examining precedents related to the specific nature of the document.
- Prepares, vets and certifies complex deeds of lease, bill of sale, licenses, reclamation licenses, lease rental agreements, contracts, agreements, service contracts and supervises execution of same.
- Researches and examines precedents relating to various types of legal documents.
- Conducts research and analysis on a range of legal issues relating to the Ministry’s/ Department’s operations and assists in the preparation of opinions, working papers and other legal documents.
- Prepares advice to Cabinet, Ministries/Departments/Statutory Authorities and other Government Organizations on a range of the more complex Civil Law matters/issues by researching the law and writing legal opinions.
- Interprets laws, Ordinances and regulations in respect of issues relating to contract, succession, Public Trustee, land, commercial and conveyancing matters.
- Attends meetings and sits on Committees with officers from client Ministries/Departments to plan documentation for projects and negotiates with consultants.
- Represents the Ministry/Department/State at local, regional and/or international meetings, conferences, workshops and other fora and prepares reports of meetings.
- Negotiates agreements/treaties on behalf of Trinidad and Tobago.

*Performs other duties as may be required*

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:
- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of legal research methods and techniques.
- Considerable knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.
- Considerable knowledge of the methods and techniques of title research and property conveyancing.
- Considerable knowledge of the statutes governing the functioning of the Chief State Solicitor and/or Solicitor General Departments.
- Considerable knowledge of the principles and techniques of trial advocacy.
- Knowledge of legal drafting principles and procedures.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in trial advocacy, negotiation and mediation.
- Ability to conduct title research and to prepare and vet legal documents such as summonses, affidavits, statements of claim, deeds, leases and bills of sale.
- Ability to prepare briefs and defenses, and to provide instructions for advocate Attorney-at-laws regarding litigation matters.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

### MINIMUM EXPERIENCE AND TRAINING:
- Minimum of six (6) years’ experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
• Admission to practice Law in Trinidad and Tobago.
**Government of Trinidad and Tobago**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

---

**JOB TITLE:** Legal Counsel III (Criminal Law)

**JOB SUMMARY:**

The incumbent is required to perform the more complex professional legal work in Criminal Law. Duties include supervising lower level legal professionals engaged in Criminal Law work, representing the DPP in the more complex criminal matters in the High Court, attending interlocutory proceedings and preparing interlocutory matters, performing pre-trial preparation work, providing advice and opinions on criminal matters. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO:** Senior Legal Counsel (Criminal Law) and/or other designated officer

**SUPERVISION GIVEN TO:** Legal Counsel II, I (Criminal Law) and/or other designated officer

**DUTIES AND RESPONSIBILITIES:**

- Supervises lower level legal professional staff engaged in performing Criminal Law work.
- Represents the DPP in the more complex Criminal Matters in the High Court and Magistrates’ Court.
- Attends the more complex interlocutory proceedings in the High Court in Criminal matters, also prepares all interlocutory matters in each Criminal trial.
- Performs pretrial preparation work in the more complex Criminal matters such as attending pretrial conferences, carrying out legal research, preparing summaries, drafting/vetting indictments, fixing Cause Lists, perusing witness statements, interviewing witnesses, preparing witnesses to give testimony and ensuring their availability in Court.
- Conducts investigations to obtain facts, studies legal precedents and prepares recommendations for the review of a supervisor.
- Provides advice to a Judge in Chambers in respect of the more complex Criminal matters.
- Vets, files and prepares legal advice as directed.
- Drafts and settles affidavits in respect of preliminary proceedings.
- Prepares and submits legal opinions on more complex Criminal matters.
- Reviews police files and prosecution material and attends to disclosure requests made.
- Advises Police Officers on evidential and other legal matters relevant to their investigations.
- Attends conferences and seminars and prepares relevant reports.

*Performs other duties as may be required*
**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**
- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of the principles and technique of trial advocacy.
- Considerable knowledge of the principles, methods, practices and references utilized in legal research.
- Considerable knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.
- Considerable knowledge of the statutes governing the functioning of the Department of Public Prosecutions.
- Considerable knowledge of the methods and practices involved in presenting and prosecuting criminal matters before the courts.

**SKILLS AND ABILITIES:**
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in trial advocacy, negotiation and mediation.
- Skill in preparing, presenting and prosecuting Criminal matters in Court.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to advise on Criminal Law matters.
- Ability to supervise professional legal staff performing Criminal Law work.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**
- Minimum of six (6) years’ experience as an Attorney-at-Law practicing Criminal Law.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
Ref #: Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel III (Legislative Drafting)

JOB SUMMARY:
The incumbent is required to perform complex professional legal work in legislative drafting. Duties include supervising lower level professional legal officers engaged in legislative drafting, drafting complex types of legislation; conducting research and preparing briefs and notes, providing advice as required, attending Parliament to provide advice and support on legislation being drafted and representing the Ministry/Department at local, regional and/or international meetings and conferences. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:
Senior Legal Counsel (Legislative Drafting) and/or other designated officer

SUPERVISION GIVEN TO:
Legal Counsel II, I(Legislative Drafting) and /or other designated officer.

DUTIES AND RESPONSIBILITIES:

- Supervises lower level legislative drafter, reviews legislation prepared by them and also guides and advises them on the techniques of legislative drafting.
- Assists senior officers in the planning and scheduling of legislative drafting and law works programme.
- Drafts complex types of legislation, including Bills, Regulations, Orders and Proclamations, amending and repealing legislation and prepares the accompanying explanatory memoranda, speaking notes, speeches and Parliamentary Briefs.
- Drafts complex subsidiary legislation including regulations, orders, notices and rules in consultation with relevant Ministries.
- Construes and interprets policy instructions or statements.
- Vets draft Bills prepared by the Law Commission and consultants.
- Participates in the revision of legislation of the country and makes recommendations for change.
- Assists in the formulation of policy leading to the preparation of legislation.
- Vets printer’s proofs of legislation passed by Parliament.
- Conducts a pre drafting exercise on policies proposed by Ministries, Departments and Statutory Bodies by:
  - Consulting relevant sources of law to determine relevance and validity of proposal
  - Clarifying issues surrounding the proposal with Technical Officers from the line Ministries/ Departments and other Statutory Bodies.
- Undertakes research on local and international legislation for use in the preparation of proposed laws.
- Attends both Houses of Parliament during debate and passage of Bills to advise the relevant Ministers on
issues raised by the opposition during the debate.

- Drafts amendments proposed during Committee Stage of debate on Bills in both Houses.
- Evaluates any amendments proposed by the Opposition before circulation and consideration by the Parliament.
- Advises Ministers on the legal and constitutional implications of questions raises and amendments proposed during debate on Bill in both Houses.
- Prepares comprehensive briefs including detailed speaking notes, relevant research, consolidates laws and other relevant information for the Minister for the purposes of Parliament.
- Participates in meetings of a legal/parliamentary nature by drafting model legislation and putting forward recommendations in respect of the proposed Bills.
- Advises the Attorney General, Legislative Review Committee and Technical Officers in line Ministries/Departments on constitutional and administrative provisions of Bills.
- Drafts Notes to Cabinet giving clarification of policy matters or identifying difficulties encountered with respect to proposed policy.
- Attends meetings of the Cabinet appointed Legislation Review Committee and other Committees to report, advise and defend draft legislation prior to its introduction in Parliament also attends Parliamentary Committee Meetings to report, advise and defend draft legislation being considered by the Parliamentary Committees.
- Represents the Department at local, regional and international meetings, conferences, workshops and seminars and prepares reports of meetings.
- Attends meetings to advise on the selection of drafting consultations for various Ministries/Departments.
- Performs other duties as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE:**

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of legal research methods and techniques.
- Considerable knowledge of the court procedures and practices of Trinidad and Tobago.
- Considerable knowledge of legislative drafting principles and practices.
- Considerable knowledge of the laws and regulations related to the Ministry/Department’s operations.
- Considerable knowledge of the methods and machinery of Government with regards to drafting and introduction of legislative enactments.

**SKILLS AND ABILITIES:**

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in the drafting of legal documents/instruments.
- Skill in advocacy, negotiation, analytical thinking and reasoning.
- Ability to supervise legal professionals performing legislative drafting work.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to interpret and analyze the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**
- Minimum of six (6) years’ legislative drafting experience.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- L.L.M or Post Graduate Diploma in Legislative Drafting or equivalent.
- Admission to practice Law in Trinidad and Tobago.
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Senior Legal Counsel (Criminal Law)

JOB SUMMARY:
The incumbent is required to assist in the day-to-day management of the Department of Public Prosecution and to perform the more complex Criminal Law legal work. Duties include representing the DPP in the more complex Criminal matters in the High Court and Magistrates’ Court, attending interlocutory proceedings and preparing interlocutory matters, performing pre-trial work, instructing and briefing attorneys on matters before the Privy Council, providing advice and opinions on Criminal matters and supervising lower level legal professionals engaged in Criminal Law work. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Director of Public Prosecution and/or other designated officer

SUPERVISION GIVEN TO: Legal Counsel III, II, I (Criminal Law) and/or other designated officer

DUTIES AND RESPONSIBILITIES:

- Assists in managing the day-to-day operations of the Department.
- Supervises lower level professional legal staff engaged in performing Criminal Law legal work.
- Performs pretrial preparatory work such as attending pretrial conferences, carrying out legal research, preparing summaries, drafting/vetting indictments, fixing Cause Lists, perusing witness statements, interviewing witnesses, preparing them to give testimony and ensuring their availability in Court.
- Represents the Director, Public Prosecutions in the more complex Criminal matters involving multiple counts, multiple accused and complex issues in the High Court.
- Attends the more complex interlocutory proceedings in the High Court in criminal matters.
- Prepares all interlocutory matters in each Criminal trial such as the disclosure of documents, applications to admit fresh evidence, applications to use dispositions of absent witnesses.
- Prepares other legal documents and instruments such as Notice of Discontinuance, Applications for Judge’s Warrants to be executed by Director, Public Prosecutions and other such documents.
- Instructs and briefs Attorneys in respect of matters before the Privy Council.
- Formulates and prepares indictments for the Director, Public Prosecutions’ final review and signature and vets simple indictments.
- Drafts and settles affidavits in respect of preliminary proceedings such as abuse applications.
- Provides advice to a Judge in Chambers in respect of the more complex criminal matters, also advises Police on evidence and other legal issues.
• Writes opinions in respect of the more complex criminal matters.
• Advises the Director, Public Prosecutions on issues of criminal law, procedure and evidence in relation to specific matters.
• Attends conferences and seminars and prepares relevant reports, also attends meetings of committees, Boards, Tribunals and workshops for the purpose of giving advice on Criminal matters.
• Attends to members of the Public who visits the office for advice; also responds to letters from members of the Public.

*Performs other duties as may be required*

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:
- Extensive knowledge of the Laws of Trinidad and Tobago.
- Extensive knowledge of legal principles, practices and procedures.
- Extensive knowledge of the principles and techniques of trial advocacy.
- Extensive knowledge of the principles, methods, practices and references utilized in legal research.
- Extensive knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.
- Extensive knowledge of the statutes governing the functioning of the Department of Public Prosecutions.
- Extensive knowledge of the methods and practices involved in presenting and prosecuting criminal matters before the courts.

#### SKILLS AND ABILITIES:
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in trial advocacy, negotiation and mediation.
- Skill in preparing, presenting and prosecuting criminal matters in Court.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze the law and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to advise on Criminal Law matters.
- Ability to supervise professional legal staff performing Criminal Law work.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

### MINIMUM EXPERIENCE AND TRAINING:
- Minimum of eight (8) years’ experience as an Attorney-at-Law practicing Criminal Law including four (4) years’ experience managing/supervising legal professionals.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
# Government of Trinidad and Tobago

## JOB DESCRIPTION

**CONTRACTUAL POSITION**

**JOB TITLE:** Senior Legal Counsel (Civil Law)

**JOB SUMMARY:**

The incumbent is required to assist in managing the day-to-day operations of the Department and to perform the more complex professional legal work in the area of Civil Law. Duties include representing the State in the more complex Civil Law matters, instructing advocate Attorneys-at-law during court proceedings, providing advice and opinions to Ministries/Departments and/or other Government Agencies, drafting, vetting and certifying the more complex Civil/Commercial documents such as agreements, contracts, deeds and leases, and representing the Ministry/Department and/or State at meetings, conferences and other fora. The incumbent is also required to supervise lower level legal professionals. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO:** Designated Officer

**SUPERVISION GIVEN TO:** Legal Counsel III, II and I (Civil Law) and/or other designated Officer.

**DUTIES AND RESPONSIBILITIES:**

- Supervises, guides and counsels lower level professional legal staff engaged in performing Civil Law work.
- Assists in managing the day-to-day operations of the Department.
- Represents the State in the more complex civil legal proceedings as Advocate Attorney or as Junior Counsel to Senior State Counsel. This involves:
  - Researching and reviewing laws, evidence and judgments;
  - Determining whether matter should be settled or whether there should be an appeal;
  - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
  - Preparing and presenting oral and written submissions in court.
- Briefs and instructs advocate Attorney-at-law during Court proceedings before the Magistrate’s Court, High Court, Appeal Court, Tax Appeal Board and Industrial Court in the more complex matters of litigation and arbitration.
- Drafts and vets more complex Commercial Documents, Agreements, Contracts and Opinions by researching, examining precedents related to the specific nature of the document.
- Prepares, vets and certifies the more complex deeds of lease, bills of sale, licenses, reclamation licenses, lease rental agreements, contracts, agreements, service contracts and supervises execution of same.
- Receives and pursues more complex applications for Waiver of State rights and prepares and certifies the necessary legal documents for administering the estates of persons who die intestate without lawful next
of kin.

- Provides legal advice to the Ministries/Departments/ Statutory Authorities and/or other Government Agencies and advising on constitutional and other Civil matters including commercial matters, municipal and international law, legislative matters before Cabinet and Parliament, as well as provides advice on matters of Civil Law reform.
- Represents the Ministry/Department/State at local, regional and/or international meetings, conferences, workshops and other fora and prepares of these meetings.
- Represents the Ministry/ Government on Cabinet-appointed standing committees, boards and authorities.
- Negotiates agreements/treaties on behalf of the Government of Trinidad and Tobago
- Administers Trust Funds and Assets by negotiating and conducting sale of Trust Properties.

Performs other duties as may be required

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**
- Extensive knowledge of the Laws of Trinidad and Tobago.
- Extensive knowledge of legal principles, practices and procedures.
- Extensive knowledge of legal research methods and techniques
- Extensive knowledge of the court procedures and practices of Trinidad and Tobago and the rules of evidence.
- Extensive knowledge of the methods and techniques of title research and property conveyancing.
- Extensive knowledge of the statues governing the functioning of the Chief State Solicitor’s and/or Solicitor General’s Departments.
- Extensive knowledge of the principles and techniques of trial advocacy.

**SKILLS AND ABILITIES:**
- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in trial advocacy, negotiation and mediation.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze the law and legal issues.
- Ability to conduct title research and to prepare and vet legal documents such as summonses, affidavits, statements of claim, deeds, leases and bills of sale.
- Ability to prepare briefs, defenses and to provide instructions to advocate Attorneys-at-law regarding litigation matters.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.
- Considerable advocacy and negotiation skills.
- Considerable analytical and reasoning skills.
- Considerable management and supervisory skills.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of eight (8) years’ experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing, including four (4) years’ experience in managing and supervising legal professionals.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Senior Legal Counsel (Legislative Drafting)

JOB SUMMARY:
The incumbent is required to assist in managing the day-to-day operations of the Department and to perform the more complex legal work in legislative drafting. Duties include supervising lower level legal professionals engaged in legislative drafting, drafting the more advanced and complex legislation, providing advice, guidance and support on legislation being debated; and preparing briefs, Cabinet Notes and reporting on legislative drafting matters. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Chief Parliamentary Counsel and/or other designated officer
SUPERVISION GIVEN TO: Legal Counsel III, II, I (Legislative Drafting) and/or other designated officer.

DUTIES AND RESPONSIBILITIES:
- Assists the Chief Parliamentary Counsel in managing the day-to-day operations of the Department.
- Participates in the planning and scheduling of the legislative drafting programme of the Department.
- Supervises lower level legislative drafting professionals, providing advice and guidance on legal, policy and drafting issues.
- Drafts the more complex types of legislation including primary and subsidiary legislation.
- Conducts research to enable the preparation and drafting of legislation.
- Reviews draft Bills prepared by other legal agencies of the Government.
- Attends both Houses of Parliament during the debate and passage of Bills and advises Ministers on the legal implications of questions raised and amendments proposed during debate.
- Advises on legal and constitutional matters and on issues relating to parliamentary procedure, as appropriate.
- Drafts proposed amendments during Committee Stage of debate on Bills in both Houses of Parliament.
- Prepares comprehensive briefs, speaking notes, responses, reports and research material for the Attorney General relevant to Bills before the Parliament.
- Advises the Attorney General and Ministries/Departments on legal issues arising from Parliamentary debates.
- Prepares draft Notes for Cabinet.
- Advises and participates in the formulation of policy leading to the preparation of legislation.
- Attends meetings of Ministerial Committees upon request to give professional advice relating to the
drafting of legislation.

- Provides guidance and advice to Ministries and Departments on the structure of policy for legislative drafting and on the advancement of their respective legislative agenda.

*Performs other duties as may be required.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

<table>
<thead>
<tr>
<th>KNOWLEDGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Extensive knowledge of the Laws of Trinidad and Tobago.</td>
</tr>
<tr>
<td>2. Extensive knowledge of legal and legislative drafting principles, practices and procedures.</td>
</tr>
<tr>
<td>3. Extensive knowledge of legal research methods and techniques</td>
</tr>
<tr>
<td>4. Extensive knowledge of the methods and machinery of Government with regard to drafting and introduction of legislative enactments.</td>
</tr>
<tr>
<td>5. Extensive knowledge of the laws and regulations related to the Ministry/Department’s operations.</td>
</tr>
<tr>
<td>6. Considerable knowledge of the different types of legislative enactments introduced and their uses and interdependence.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILLS AND ABILITIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proficiency in the use of Microsoft Office Suite and the internet for research purposes.</td>
</tr>
<tr>
<td>2. Skill in the drafting of legal documents/instruments.</td>
</tr>
<tr>
<td>3. Skill in advocacy, negotiation, analytical thinking and reasoning.</td>
</tr>
<tr>
<td>4. Ability to supervise legal professionals performing legislative drafting work.</td>
</tr>
<tr>
<td>5. Ability to use e-Government technology platforms.</td>
</tr>
<tr>
<td>6. Ability to interpret and analyze the law and legal issues.</td>
</tr>
<tr>
<td>7. Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.</td>
</tr>
<tr>
<td>8. Ability to maintain confidentiality.</td>
</tr>
<tr>
<td>9. Ability to establish and maintain effective working relationships with fellow employees and members of the public.</td>
</tr>
</tbody>
</table>

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of eight (8) years’ legislative drafting experience, including four (4) years’ experience supervising/managing legal professionals engaged in Legislative drafting.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- L.L.M or Post Graduate Diploma in Legislative Drafting or equivalent experience.
- Admission to practice Law in Trinidad and Tobago.