Ref #: A016	

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

KNOWLEDGE:	▪ 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 and of rules of evidence. ▪ Some knowledge of the laws and regulations related to the

	Ministry/Department's operations. ▪ Some knowledge of legal drafting principles and methods.
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. ▪ Ability to interpret and analyse 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	
▪ No experience required. ▪ 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.	