Ref #: A015	



Government of Trinidad and Tobago

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.	