



# 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

	<p>Ministry/Department's operations.</p> <ul style="list-style-type: none"> <li>▪ Some knowledge of legal drafting principles and methods.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Skill in drafting legal documents/instruments.</li> <li>▪ Ability to interpret and analyse the law and legal issues.</li> <li>▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically both orally and in writing.</li> <li>▪ Ability to maintain confidentiality.</li> <li>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ No experience required.</li> <li>▪ Bachelor of Law Degree from a recognised institution.</li> <li>▪ Legal Education Certificate or equivalent from a recognised institution.</li> <li>▪ Admission to practice Law in Trinidad and Tobago.</li> </ul>	