



Government of 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:

Head, Legal Services Division or other 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.

	<ul style="list-style-type: none"> ▪ Knowledge of legal drafting principles and practices. ▪ Knowledge of the court procedures of Trinidad and Tobago.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ 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	
<ul style="list-style-type: none"> ▪ 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: 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.

<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> 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: 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

<p>effectiveness of legal services delivery.</p> <ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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	
<ul style="list-style-type: none"> ▪ 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

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. <ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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	
	<ul style="list-style-type: none"> ▪ 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.



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. <ul style="list-style-type: none"> Some knowledge of legal drafting principles and methods.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> 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	
	<ul style="list-style-type: none"> 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.