



SERVICE COMMISSIONS DEPARTMENT

ADVERTISEMENT OF VACANCY

Office of

Chief Magistrate (Group J1), Judiciary

(Magistracy)

Applications are invited from suitably qualified persons for appointment to the above mentioned office.

Minimum qualifications:

LLB and an LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience:

Extensive (more than eight (8) years) experience as a Senior Magistrate such as may have been gained in the lower classes

Major Duties and Responsibilities

Judicial:

- 1. Presides over Magistrates' Courts whenever the necessity arises:*
- 2. Conducts preliminary inquiries into indictable offenses, murder and other high profile cases that arise in the District and sits in Court of Summary jurisdiction throughout Trinidad and Tobago.*
- 3. Presides as Judge in Petty Civil Courts*
- 4. Sits as Coroner under the Coroner's Act conducting inquests into unnatural deaths and fires*
- 5. Acts as Chairman of Licensing Committee for granting of liquor, cinema, club and money lenders' and other types of licenses*
- 6. Is sole authority under the Gambling and Betting Act*
- 7. Prepares and Submits written statements of reasons for decisions in appeal cases*

Administrative:

1. *Plans, directs and co-ordinates the work of the Magistracy Division*
2. *Exercises general supervision over a large group of professional, clerical and other subordinate staff*
3. *Approves position description, performance support and performance appraisal of Deputy Chief Magistrate, Senior Magistrates, Magistrates and Clerks of the Peace*
4. *Handles complaints (written and oral) from members of the public, attorneys-at-law, litigants, the Ombudsman and other Government Departments*
5. *Functions as Collector of Revenue which is a Statutory function*
6. *Is a member of the Court Administration Unit*
7. *Is a member of the Court Buildings Users' Forum*
8. *Sits on Committees as directed by the Chief Justice*

Performs related duties as may be required

Salary:

Group J1: \$32,700 per month

For further details persons wishing to apply can access the Advertisement, the Application Form and the Job Specification at the Service Commissions Department's website at www.scd.org.tt

Interested persons must submit their applications no later than **23rd November, 2017** to **The Director of Personnel Administration, Service Commissions Department:**

**Cipriani Plaza
52-58 Woodford Street
Newtown
Port-of-Spain**

Or

**Wilson Road
Scarborough
Tobago**

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

INCOMPLETE AND UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED

Please see the website for details on:

- a) Information/documents to be submitted;**
- b) Applications which are deemed incomplete and unsuitable; and**
- c) The Application Checklist.**

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE THE APPLICANT'S ELIGIBILITY.

Exempt and the subject for the following:

a) Information/Document to be submitted

b) Application which are denied for review and reconsideration

c) The Application (check)

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE FULLY
STATED TO DETERMINE THE APPLICANT'S ELIGIBILITY