


Ref #: A016	
 <p>Government of Trinidad and Tobago</p> <p><u>JOB DESCRIPTION</u></p> <p>CONTRACTUAL POSITION</p>	
JOB TITLE: LEGAL OFFICER I	
JOB SUMMARY:	
<p>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.</p>	
REPORTS TO:	Senior officer or other designated officer
SUPERVISION GIVEN TO:	N/A
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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"> ▪ 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. 	