

GOVERNMENT OF SAINT VINCENT & THE GRENADINES

JOB DESCRIPTION

Department: Commerce and Intellectual Property Office

Position Title: Vault /Office Attendant

Position Classification: Grade 02

Summary: With the general supervision of the Executive Officer, this officer is responsible for filing and retrieval of public records, the photocopying documents for members of the public, collection and delivery of mail, supervision of the cleaner and opening and closing of the department daily.

Duties:	Percentage of time
1. Retrieval and replacement of files stored in the filing room: <ul style="list-style-type: none">• Retrieving documents from the filing room on request.• Ensuring that all documents taken from the filing room are returned.• Filing registers at the end of each day.• Replacing documents taken from the filing room.	30
2. Assisting legal clerks and members of the public with searches by: <ul style="list-style-type: none">• Locating registers and other information on a daily basis.• Searching indexes to determine registration numbers.	15
3. Photocopying public records and internal correspondence upon request.	20
4. Collecting mail from the General Post Office and delivering correspondence to other departments and ministries.	17
5. Depositing revenue collected at the bank and presenting cash and deposit books at the Treasury Department.	10
6. Supervising the cleaner.	4
7. Opening and closing the office daily and taking the keys to the police station.	4
8. Any other duties that may be assigned from time to time.	

JOB DESCRIPTION

Ministry: Justice/Attorney General's Chambers

Position Title: Office Attendant

Supervisor's Title: Senior Executive Officer

Position Classification: Grade 1

Summary: With the general supervision of the Senior Executive Officer the officer is required to deliver and collect all correspondence pertaining to the Ministry, ensuring its safe handling and delivery and any other duties assigned.

Duties:

- | | Percentage
of time |
|--|-----------------------|
| 1. Delivers and collects mail, documents, packages to and from various departments within Government Headquarters and other locations, by: <ul style="list-style-type: none">- <i>collecting mail and delivering them to offices by walking to locations;</i>- <i>obtaining signatures, if required, for mail delivered;</i>- <i>collecting letters from the post office, taking correspondence to Government Departments and Legal Chambers, to facilitate work of the Ministry of Justice, using prescribed procedures, departmental practices and procedures;</i> | 50 |
| 2. Performs a variety of duties, by: <ul style="list-style-type: none">- <i>operating the photocopying machine to produce copies, collating copies when required;</i>- <i>washing glasses and placing on officers desk;</i> | 50 |

- *wiping, dusting desk and books;*
- *filling water flasks of senior officials;*
- *purchasing of goods for office use, using local purchase orders;*
- *preparing venues for meetings;*
- *packing stationery onto shelves;*
- *filing weekly Gazettes;*
- *cleaning the department's refrigerator and dining table;*
- *supervises the sweeper;*
- *locks the office and take the keys to the police department;*
- *collects the keys on mornings and open the office to facilitate the department's work, using simple instructions, departmental practices and procedures;*

3. Any other duties that may be assigned from time to time.

Mental Progress

The officer must have the ability to follow specified procedures and instructions:

- *ability to read and write*
- *ability to walk long distances*
- *ability to operate a photocopying machine*

In percentage terms the intellectual capacity accounts for 40% and control of task 40% and interaction 20%.

JOB DESCRIPTION

Ministry: Director of Public Prosecutions

Position Title: Typist

Supervisor's Title: Director of Public Prosecutions and
Assistant Secretary, Ministry of Justice

Position Classification: Grade 3

Summary: With the supervision of the Assistant Secretary in the Ministry of Justice the Officer is required to type and produce all correspondence in a timely and professional manner in the Office of the Director of Public Prosecutions and in the Ministry of Justice.

Duties:

- | | Percentage
of time |
|---|-----------------------|
| 1. Assist in carrying all matter of the Department by:
- <i>typing memoranda, letters and legal documents such as Leases, Opinions, Legal Reports, Contracts, Deeds, Affidavits, Deed Polls, Indictments, Summons and Marriage Licences.</i> | 50 |
| 2. Assist in typing legislation in preparation for Cabinet and House of Assembly meetings using prescribed procedure prior to training and experience. | 30 |
| 3. Carry out receptionist duties by:
- <i>answering the telephone</i>
- <i>taking messages</i> | 20 |

4. Any other duties that may be assigned from time to time.

Mental process

The officer must demonstrate a relatively high level of typing and communication skills.

In percentage terms, the intellectual capacity accounts for 60%, control of task 20% and interaction 20%.

Job risk

The risk involved relates to the operation of machine namely computer and photocopier. The officer is exposed to the danger of being electrocuted.

JOB DESCRIPTION

Ministry: Justice & Attorney General's Chambers

Position Title: Clerk/Typist

Supervisor's Title: Senior Executive Officer (Immediate) and Assistant Secretary (General)

Position Classification: Grade 3

Summary: Under the supervision of the Senior Executive Officer and the Assistant Secretary the officer is required to type and produce correspondence in a timely and professional manner.

Duties:

- | | Percentage of time |
|---|--------------------|
| 1. Typing from draft: memoranda, letters, legal documents such as Leases, Opinions, Legal Reports Contracts, Deeds, Affidavits, Deed Polls, Indictments, Summons, Marriage Licences and legislations for Parliament;
- <i>deciding on work presentation and style;</i>
- <i>produce typed material for proof-reading and signature;</i>
- <i>ensuring proper spelling and punctuation;</i> | 50 |
| 2. Using the computer in preparing SR&O and Bills for meetings of Cabinet and House of Assembly using prescribed procedure, prior training and experience; | 40 |
| 3. Carrying out of receptionist duties by:
- <i>answering the telephone</i> | 10 |

- *taking messages*

4. Any other duties that may be assigned from time to time.

Mental process

The officer must demonstrate a high level of typing skills and communication skills.

In percentage terms, the intellectual capacity accounts for 60%, control of task 20% and interaction 20%.

Job risk

The risk involved relates to the operation of machine namely computer and photocopier. The officer is exposed to the danger of being electrocuted.

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

JOB DESCRIPTION

Ministry	-	Ministry of Justice and Attorney General's Chambers
Position Title	-	Junior Clerk (Votes)
Supervisor's Title	-	Senior Executive Officer (Immediate) Assistant Secretary (General)
Position Classification	-	Grade 3

SUMMARY:

Under the Supervision of the Senior Executive Officer and the Assistant Secretary the Officer is required to maintain the Vote Accounts in the Ministry.

DUTIES:

1. Prepare all Payments Vouchers, Journal Vouchers for the office of the Director of Public Prosecutions and the Ministry of Justice.
2. Reconcile Vote Accounts monthly by:
 - ensuring all accounts are updated in an efficiently/timely basis;
 - accounts are kept within expenditure limits;
 - monthly/daily vouchers are paid promptly;
 - accounts are prepared and updated for internal and external checks.
3. Update Inventory and Equipment Ledgers.

4. Assist in the recording of incoming and outgoing correspondences.
5. Answering telephone and routing calls to the appropriate officials.
6. Any other duties that are given from time to time.

MENTAL PROCESS:

1. The officer must be able to understand and apply accounting procedures.
2. Be able to demonstrate a high level of ability to understand and maintain the filing system.
3. Ability to locate files and correspondence at short notice.

JOB DESCRIPTION

Ministry: Director of Public Prosecutions and Attorney General's Chambers

Position Title: Senior Clerk

Supervisor's Title: Director of Public Prosecutions/Assistant Secretary Ministry of Justice

Position Classification: Grade 4

Summary: With the general supervision of the Assistant Secretary in the Ministry of Justice the officer is required to control and maintain the Vote Accounts in the offices of the Director of Public Prosecutions and the Ministry of Justice.

Duties:

- | | Percentage of time |
|--|--------------------|
| 1. Prepare all accounts for the Office of the Director of Public Prosecutions and the Ministry of Justice on a quarterly basis; | 10 |
| 2. Prepare all Payment (monthly/daily) Vouchers for the Director of Public Prosecutions office and the Ministry of Justice; | 15 |
| 3. Reconcile Vote Accounts Monthly for offices of the Director of Public Prosecutions and the Ministry of Justice by:
- <i>ensuring all accounts are updated in an efficiently/timely basis;</i>
- <i>accounts are kept within expenditure limits;</i>
- <i>monthly/daily vouchers are paid promptly;</i> | 20 |

- *accounts are prepared and updated for internal and external checks;*

4. Assist in the preparation of the annual budget for the office of the Director of Public Prosecutions; 25
5. Update Inventory and Equipment Ledgers. 15
6. Conduct research particularly in Criminal Cases for Director of Public Prosecutions; 15
7. Any other duties that may be assigned from time to time.

Mental process

1. The officer must be able to communicate efficiently both orally and in writing.
2. Be able to understand and apply accounting procedures.

In percentage terms the intellectual capacity accounts 65%, control of task 25% and interaction 10%.

Responsibility

The Officer assists with the daily operation of the Director of Public Prosecutions general office.

Job Risk

Nil

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

JOB DESCRIPTION: CROWN COUNSEL II

Ministry	-	Ministry of Justice and Attorney General's Chambers
Department	-	Attorney General's Chambers/Director of Public Prosecutions' Office
Position Title	-	Crown Counsel
Supervisor's Title	-	Attorney General, Solicitor General, Director of Public Prosecutions
Position Classification	-	Grade 11

I. JOB SUMMARY:

Under the general supervision of the Attorney General and the direct supervision of the Solicitor General and the Director of Public Prosecutions, the Crown Counsel engages in civil litigation and criminal prosecution representing the Crown, various governmental ministries and departments in magisterial, High Court and appellate matters; prepares and drafts legal documents (including indictments, conveyances, contracts, leases); conducts legal research; represents the Ministry of Justice and Attorney General's Chambers at conferences, meetings and workshops locally and abroad; deals with citizens' complaints; and performs miscellaneous duties as instructed.

(2) **TIME ALLOTMENT:****Duties:**

- (i) Civil Litigation/Criminal prosecution in court, legal research and preparation: seventy-five (75) per cent
- (ii) Advice to various ministries and departments, in particular, the police: twenty (20) per cent
- (iii) Other miscellaneous duties: five (5) per cent

(3) **AUTHORITY WITH RESPECT TO DUTIES:**

All work is subject to the approval of the Solicitor General or the Director of Public Prosecutions. However to a certain extent there is some level of authority in the preparation and actual presentation of cases in court though there is still accountability to the stated supervisors.

(4) **THE PHYSICAL ENVIRONMENT IN WHICH DUTIES ARE PERFORMED:**

- the office
- magisterial courts throughout the country
- the Supreme Court of Judicature/the Court of Appeal
various conference rooms
- various outdoor locations throughout the country which may be the subject matter of litigation
- at home

(5) **SPECIALISED SKILLS REQUIRED:**

These include litigation, negotiation and advocacy skills; ability to do legal research and drafting; and interpersonal skills.

(6) **RISK INVOLVED IN THE EXECUTION OF DUTIES:**

Risk of physical injury or death by criminals prosecuted.

(7) **REQUIREMENT TO OPERATE EQUIPMENT/MACHINERY:**

None

(8) **REQUIREMENTS OF THE JOB:**

- (i) Academic: Bachelor of Laws Degree
Legal Education Certificate
- (ii) Experience: One (1) year's experience as a practicing lawyer
- (iii) Aptitude:
 - high proficiency in English Language
 - ability to engage in legal argument
 - capability to accurately research legal points
 - facility for understanding and interpreting legislation
 - ability to work excessive hours

(9) **TYPE OF SUPERVISION RECEIVED:**

Direct supervision from the Director of Public Prosecutions and the Solicitor General. General supervision from the Attorney General.

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

JOB DESCRIPTION: LEGAL ASSISTANT

Ministry	-	Ministry of Justice and Attorney General's Chambers
Department	-	Attorney General's Chambers/Director of Public Prosecutions' Office
Position Title	-	Legal Assistant
Supervisor's Title	-	Attorney General, Solicitor General, Director of Public Prosecutions
Position Classification	-	Grade 8

1. JOB SUMMARY:

Under the general supervision of the Attorney General and the direct supervision of the Solicitor General and the Director of Public Prosecutions, the Legal Assistant engages in civil litigation and criminal prosecution representing the Crown, various governmental ministries and departments in magisterial, High Court and appellate matters; prepares and drafts legal documents (including indictments, conveyances, contracts, leases); conducts legal research; represents the Ministry of Justice and Attorney General's Chambers at conferences, meetings and workshops locally and abroad; deals with citizens' complaints; and performs miscellaneous duties as instructed.

(2) **TIME ALLOTMENT:****Duties:**

- (i) Civil Litigation/Criminal prosecution in court, legal research and preparation: seventy-five (75) per cent
- (ii) Advice to various ministries and departments, in particular, the police: twenty (20) per cent
- (iii) Other miscellaneous duties: five (5) per cent

(3) **AUTHORITY WITH RESPECT TO DUTIES:**

All work is subject to the approval of the Solicitor General or the Director of Public Prosecutions. However to a certain extent there is some level of authority in the preparation and actual presentation of cases in court though there is still accountability to the stated supervisors.

(4) **THE PHYSICAL ENVIRONMENT IN WHICH DUTIES ARE PERFORMED:**

- the office
- magisterial courts throughout the country
- the Supreme Court of Judicature/the Court of Appeal
various conference rooms
- various outdoor locations throughout the country which may be the subject matter of litigation
- at home

(5) **SPECIALISED SKILLS REQUIRED:**

These include litigation, negotiation and advocacy skills; ability to do legal research and drafting; and interpersonal skills.

(6) **RISK INVOLVED IN THE EXECUTION OF DUTIES:**

Risk of physical injury or death by criminals prosecuted.

(7) **REQUIREMENT TO OPERATE EQUIPMENT/MACHINERY:**

None

(8) **REQUIREMENTS OF THE JOB:**

- (i) Academic: Bachelor of Laws Degree
Legal Education Certificate
- (ii) Experience: No experience necessary as a lawyer
- (iii) Aptitude: - high proficiency in English Language
- ability to engage in legal argument
- capability to accurately research legal points
- facility for understanding and interpreting
legislation
- ability to work excessive hours

(9) **TYPE OF SUPERVISION RECEIVED:**

Direct supervision from the Director of Public Prosecutions and the Solicitor General. General supervision from the Attorney General.

JOB DESCRIPTION

Ministry: Justice & Attorney General's Chambers

Position Title: Assistant Secretary

Supervisor's Title: Attorney General

Position Classification: Grade 8

Summary: With the general supervision of the Attorney General the officer is required to perform the general supervision of the General Office.

Duties:

**Percentage
of time**

Responsibility

1. Assist with correspondence as they relate to the administrative aspect of the Ministry by:
- *gathering information related to subject matters and replying to letters and memos;*
- *sorting and distributing of files to various officers;* 20
2. Assist in responding to public queries in relation to administrative and legal matters; 10
3. Interview applicant for the Governor General's Licence; 10
4. Proof-read all draft laws and other legal documents and correspondence prepared by the Department before referred from the stenographer or typist; 15

5. Administers the finances of the Ministry of Justice in order to ensure Financial Regulations are complied with by: 30
- *compiling information and assist in preparing draft Budget Proposals for consideration by the Attorney General.*
 - *requesting the release of funds from the Ministry of Finance:*
 - *preparing Quarterly Allocation form;*
 - *preparation of Special, Advance, Departmental and Virement Warrants;*
 - *signing of Payment Vouchers and Journal Vouchers;*
6. Supervise a unit eleven (11) employees through one (1) subordinate supervisor by: 15
- *providing advice on office procedures and methods;*
 - *scheduling, recommending and authorizing annual vacation leave within the prescribed limit (up to 12 days);*
 - *approving discretionary sick leave;*
 - *certifying sick leave (over 2 days) supported by a medical Certificate;*
7. Perform such other functions and duties and to carry out such instructions as the *Attorney General* and Legal Officers may determine.

Responsibility

Responsible for managing the General Office and Secretariat of the department;

Mental process

1. The officer must be able to communicate effectively both orally and in writing;
2. To supervise subordinate staff and maintain good interpersonal relationships;
3. To make independent decisions within Ministerial guidelines and procedures;
4. Be able to understand, interpret and apply legislation, various rules and regulations;
5. To understand and apply basic accounting procedures.

In percentage terms the intellectual capacity accounts for 75%, control of task 15% and interaction 10%.

Job risk

The risk of physical injury or death by ex-convict or some hostile members of the public who for whatever reason may feel that justice was not meted out to them in the Court.

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

JOB DESCRIPTION: CROWN COUNSEL IV

Ministry - Ministry of Justice and Attorney General's Chambers

Department - Attorney General's Chambers/

Position Title - Crown Counsel IV

Supervisor's Title - Attorney General, Solicitor General,

Position Classification - Grade 11

1. JOB SUMMARY:

Under the general supervision of the Attorney General and the direct supervision of the Solicitor General the Crown Counsel engages in civil litigation and criminal prosecution representing the Crown, various governmental ministries and departments in magisterial, High Court and appellate matters; prepares and drafts legal documents (including indictments, conveyances, contracts, leases); conducts legal research; represents the Ministry of Justice and Attorney General's Chambers at conferences, meetings and workshops locally and abroad; deals with citizens' complaints; and performs miscellaneous duties as instructed.

(2) TIME ALLOTMENT:**Duties:**

- (i) Civil Litigation/Criminal prosecution in court, legal research and preparation: seventy-five (75) per cent
- (ii) Advice to various ministries and departments, in particular, the police: twenty (20) per cent
- (iii) Other miscellaneous duties: five (5) per cent

(3) AUTHORITY WITH RESPECT TO DUTIES:

All work is subject to the approval of the Solicitor General or the Director of Public Prosecutions. However to a certain extent there is some level of authority in the preparation and actual presentation of cases in court though there is still accountability to the stated supervisors.

(4) THE PHYSICAL ENVIRONMENT IN WHICH DUTIES ARE PERFORMED:

- the office
- magisterial courts throughout the country
- the Supreme Court of Judicature/the Court of Appeal
various conference rooms
- various outdoor locations throughout the country which may be the subject matter of litigation
- at home

(5) SPECIALISED SKILLS REQUIRED:

These include litigation, negotiation and advocacy skills; ability to do legal research and drafting; and interpersonal skills.

(6) RISK INVOLVED IN THE EXECUTION OF DUTIES:

Risk of physical injury or death by criminals prosecuted.

(7) REQUIREMENT TO OPERATE EQUIPMENT/MACHINERY:

None

(8) REQUIREMENTS OF THE JOB:

- (i) Academic: Bachelor of Laws Degree
Legal Education Certificate
- (ii) Experience: One (1) year's experience as a practicing lawyer
- (iii) Aptitude: - high proficiency in English Language
- ability to engage in legal argument
- capability to accurately research legal points
- facility for understanding and interpreting legislation
- ability to work excessive hours

(9) TYPE OF SUPERVISION RECEIVED:

Direct supervision from the Director of Public Prosecutions and the Solicitor General. General supervision from the Attorney General.