

PERSONNEL DEPARTMENT CIRCULAR NO. 3 OF 2017

FROM: Chief Personnel Officer

TO: Permanent Secretary, Ministry of the Attorney General and Legal Affairs

DATE: August 16th, 2017.

SUBJECT: *Changes in administrative arrangements in respect of contract employment in the Public Service - Legal (Central) Positions*

You would recall that by Personnel Department Circular Memorandum dated January 18, 2013, on the subject at caption, I had indicated at paragraph 17 that the categories of jobs outlined therein represented the first phase of the exercise to implement new procedures for the administration of contract employment. I had also indicated that standardised job descriptions, job designations and applicable salaries and other terms and conditions of service would be prepared, on a phased basis, in respect of other job categories/contract positions.

2. Subsequently, by Personnel Department Circular No. 1 dated October 16, 2015, the second phase commenced with the implementation of standardised job descriptions, job designations and applicable salaries and other terms and conditions of service for positions in the Information and Communications Technology category. This Circular represents a continuation of the second phase and outlines the following standardised positions in the Legal (Central) category which have been developed and the relevant salaries and other terms and conditions which have been established:-

- Senior Legal Counsel (Civil Law)
- Senior legal Counsel (Legislative Drafting)
- Senior Legal Counsel (Criminal Law)
- Legal Counsel III (Civil Law)
- Legal Counsel III (Legislative Drafting)
- Legal Counsel III (Criminal Law)
- Legal Counsel II (Civil Law)
- Legal Counsel II (Legislative Drafting)
- Legal Counsel II (Criminal Law)
- Legal Counsel I (Civil Law, Legislative Drafting, Criminal Law)

3. As a consequence, where the approval of Cabinet is obtained for employment, on contract, in the Legal (Central) category and persons are employed on or after **September 1, 2017**, in any of the positions outlined at paragraph 2, the following new procedures shall apply:

- (i) the use of the approved standardised Job Descriptions which outline the approved job titles, duties and responsibilities and the knowledge, skills and abilities required; and
- (ii) the application of the salaries and other terms and conditions approved for the various positions to all persons employed, on contract, in the positions identified in the Job Descriptions, for the periods specified.

Ministries/Departments and Statutory Authorities will be responsible for the preparation and execution of contracts of employment of the persons employed in the positions identified. The relevant sample Contracts and Schedules to be utilised are those attached to Personnel Department Circular Memorandum dated January 18, 2013. You are reminded to note carefully the differences between the samples and ensure that they are utilised as appropriate. When preparing contracts of individual employees, the only amendments to be made to the sample contracts are in respect of salary, allowances and Vacation Leave applicable to individuals. **No amendments should be made to the quantum of the Motor Vehicle Loan/Repair Loan and the terms where applicable, under which they are provided, unless specified by the CPO.**

4. In order to facilitate the implementation of the new procedures, relevant documents to be utilized by Ministries/Departments and Statutory Authorities have been prepared and are attached as Appendices to this Circular. The details are as follows:

Standardised Job Descriptions for approved Legal (Central) positions.	Appendix I
Salaries and other terms and conditions (where applicable) for approved positions in Legal (Central) category.	Appendix II

With the establishment of salaries and other terms and conditions of employment in Appendix II, such terms and conditions of employment will no longer be subject to negotiation with the Chief Personnel Officer (CPO). **Consequently, in advertising the positions listed in Appendix I, no undertaking should be given for terms and conditions of employment to be negotiated.**

5. With the exception of the Legal Officer I, the salary applicable to the contract employee shall be on the basis of the experience which the person possessed at the time of engagement; there should be no adjustment of salary to a higher tier based on experience gained within the term of engagement. In the case of the Legal Counsel I salaries should change with effect from the third year of engagement,

6. No amendments are to be made to the standardised Job Descriptions or to the salaries and other terms and conditions approved for the positions which are set out in Appendix I.

7. **Where a contract is of less than one (1) year duration, no Leave or Gratuity provision is to be included.** Also, you are reminded that public officers who have been granted No Pay Leave on Grounds of Public Policy are not eligible for a Gratuity.

8. As specified at section B I 1(a) to (c) of the *Guidelines for Contract Employment in Government Ministries, Departments and Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01*, the relevant quantum of Vacation Leave is to be determined on the basis of an employee's salary and length of employment on a **continuous basis**. Where a break occurs between one contract period and another, the employee's service is **not** continuous. You should note, however, that where two periods of employment are separated by a weekend, public holiday or any combination thereof, the periods of employment shall be considered to be continuous for the purpose of determining the quantum of Vacation Leave for which an employee would be eligible.

9. Additionally, provision has been made for tiered salaries based on years of employment for certain Legal positions. In such cases, where individuals had been employed, previously, on contract, for three (3) or more continuous years, but where their subsequent period of employment, on contract, did not immediately follow the termination date of the earlier term of engagement, the period of service in the same or similar capacity rendered on a month to month short term basis and/or as a service provider prior to the commencement of a new contract on or after **September 1, 2017**, shall not be regarded as constituting a break in service **for purposes only of determining the tier of salary at which such employee should be paid**. It is to be noted, however, that only the years **actually** served on contract are to be taken into account as '**years of service**' for such purposes.

10. You are reminded that Ministries/Departments and Statutory Authorities are required to continue to seek the prior approval of Cabinet for the employment, on contract, of all categories of personnel, in accordance with established procedures.

11. The Personnel Department will monitor the application of the new procedures by Ministries/Departments and Statutory Authorities and in this regard, in order to ensure that the procedures are adhered to, Permanent Secretaries/Heads of Department, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chap. 24:01 are required to submit to the Department, **in PDF format**, copies of all contracts of employment in the Legal (Central) category executed on or after **September 1, 2017**. These files should be submitted electronically to cpocontracts@gov.tt within one (1) month of the date of execution of the relevant contract.

12. Permanent Secretaries/Heads of Departments, the Chief Administrator, Tobago House of Assembly and Heads of Statutory Authorities subject to the Statutory Authorities Act, Chapter 24:01 are requested to ensure compliance with the terms of this Circular since failure to follow

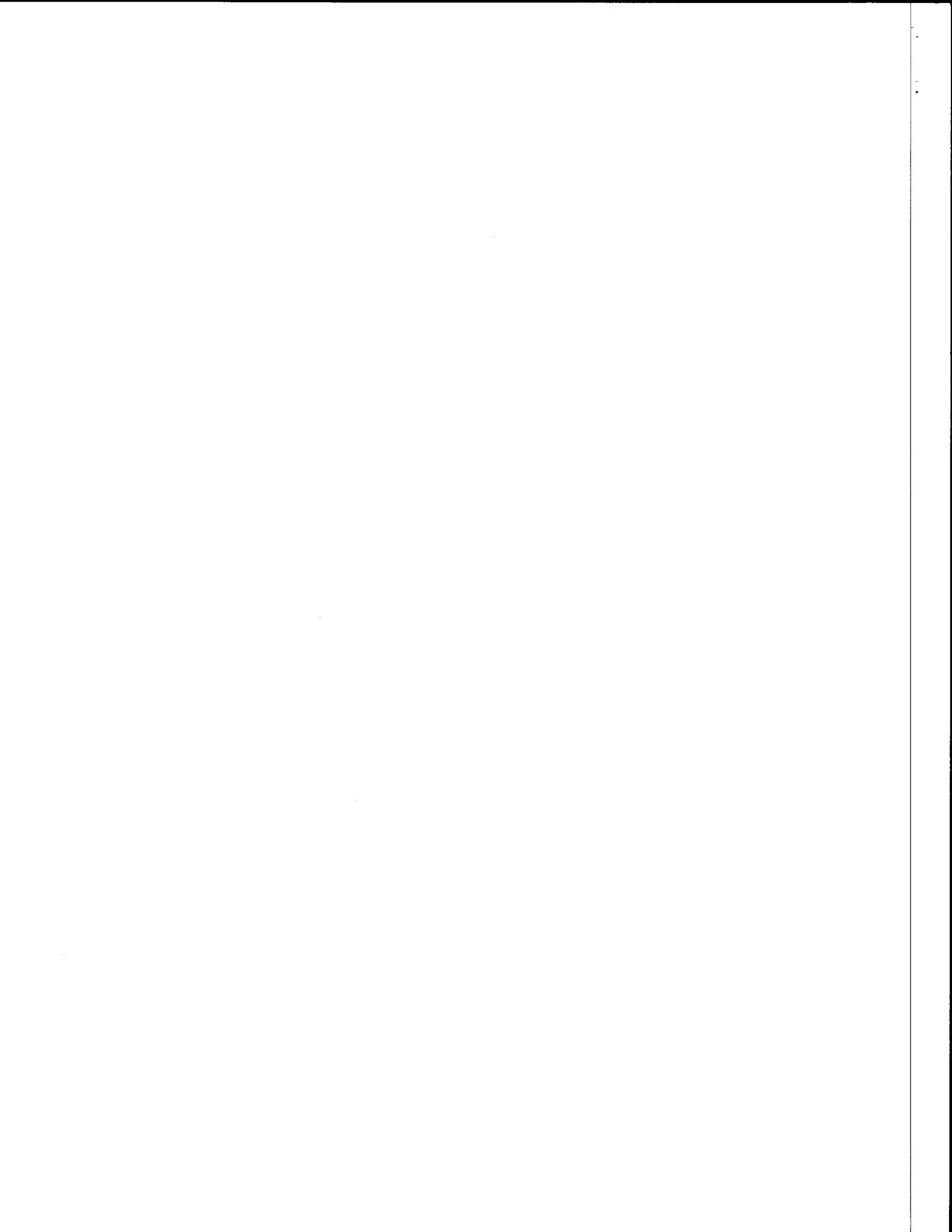
these arrangements could result in undue delays in finalising the terms and conditions of employment of persons employed on contract and thus rendering the new administrative arrangements ineffective.

13. Kindly bring this Circular to the attention of all officers engaged in the administration of contracts.


Beresford Kiley
Chief Personnel Officer

APPENDIX I

**JOB DESCRIPTIONS FOR APPROVED POSITIONS IN THE
LEGAL (CENTRAL) CATEGORY**



APPENDIX I

**LIST OF APPROVED STANDARDISED JOB DESCRIPTIONS FOR THE
LEGAL (CENTRAL) CATEGORY**

REF.	POSITION TITLE
B023	Senior Legal Counsel (Civil Law)
B024	Senior Legal Counsel (Legislative Drafting)
B025	Senior Legal Counsel (Criminal Law)
B026	Legal Counsel III (Civil Law)
B027	Legal Counsel III(Legislative Drafting)
B028	Legal Counsel III (Criminal Law)
B029	Legal Counsel II(Civil Law)
B030	Legal Counsel II (Legislative Drafting)
B031	Legal Counsel II (Criminal Law)
B032	Legal Counsel I (Legislative Drafting/ Criminal Law/ Civil Law)

Ref #: B023



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Senior Legal Counsel (Civil Law)

JOB SUMMARY:

The incumbent is required to assist in managing the day-to-day operations of the Department and to perform advanced professional legal work in the area of Civil Law. Duties include representing the State in advanced Civil Law matters, instructing advocate Attorneys-at-law, providing advice and opinions to Ministries/Departments and/or other Government Agencies, drafting, vetting and certifying the more complex Civil/Commercial documents such as agreements, contracts, deeds and leases, and representing the Ministry/Department and/or State at meetings, conferences and other fora. The incumbent is also required to supervise lower level legal professionals. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Designated Officer

SUPERVISION GIVEN TO:

Legal Counsel III, II and I (Civil Law) and/or other designated Officer.

DUTIES AND RESPONSIBILITIES:

- Supervises, guides and counsels lower level professional legal staff engaged in performing Civil Law work.
- Assists in managing the day-to-day operations of the Department.
- Represents the State in advanced civil legal proceedings as Advocate Attorney or as junior Counsel to Senior State Counsel. This involves;
 - Researching and reviewing laws, evidence and judgments;
 - Determining whether matters should be settled or whether there should be an appeal;
 - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
 - Preparing and presenting oral and written submissions in court.
- Briefs and instructs advocate Attorneys-at-law before the Magistrate's Court, High Court, Appeal Court, Tax Appeal Board and Industrial Court in the more complex matters of litigation and arbitration.
- Drafts and vets more complex commercial documents, agreements, contracts and opinions by researching and examining precedents related to the specific nature of the document.
- Prepares, vets and certifies the more complex deeds of lease, bills of sale, licences, reclamation licences, lease rental agreements, contracts, agreements, service contracts and other relevant legal documents and supervises execution of same.
- Receives and pursues more complex applications for waiver of State rights and prepares and certifies the necessary legal documents for administering the estates of persons who die intestate without lawful next-of-kin.
- Provides legal advice to the Ministries/Departments/ Statutory Bodies and other governmental agencies by interpreting and advising on constitutional and other Civil matters including commercial matters, municipal and international law, legislative matters before Cabinet and Parliament, as well as provides advice on matters of Civil Law reform.
- Represents the Ministry/Department/State at local, regional and/or international meetings, conferences, workshops and other fora and prepares reports of these meetings.
- Represents the Ministry/Government on Cabinet-appointed standing committees, boards and authorities.
- Negotiates agreements/treaties on behalf of the Government of Trinidad and Tobago.
- Administers Trust Funds and Assets by negotiating and conducting sale of Trust Properties.

- Performs other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Extensive knowledge of the Laws of Trinidad and Tobago.
- Extensive knowledge of legal principles, practices and procedures.
- Extensive knowledge of legal research methods and techniques.
- Extensive knowledge of the Court procedures and practices of Trinidad and Tobago and the Rules of Evidence.
- Extensive knowledge of the methods and techniques of title research and property conveyancing.
- Extensive knowledge of the statutes governing the functioning of the Chief State Solicitor's and/or Solicitor General's Departments.
- Extensive knowledge of the principles and techniques of advocacy.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in advocacy, negotiation and mediation.
- Ability to interpret and analyze the law and legal issues.
- Ability to conduct title research and to prepare and vet legal documents such as summonses, affidavits, statements of claim, deeds, leases and Bills of Sale.
- Ability to prepare briefs, defences and to provide instructions to advocate Attorneys-at-law regarding litigation matters.
- 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 and stakeholders.
- Considerable advocacy and negotiation skills.
- Considerable analytical and reasoning skills.
- Considerable management and supervisory skills.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years' experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing, including four (4) years' experience in managing and supervising legal professionals.
- Bachelor of Laws Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.

Ref #: B024



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Senior Legal Counsel (Legislative Drafting)

JOB SUMMARY:

The incumbent is required to assist in managing the day-to-day operations of the Department and to perform the more complex legal work in legislative drafting. Duties include supervising lower level legal professionals engaged in legislative drafting, drafting the more advanced and complex legislation, providing advice, guidance and support on legislation being debated; and preparing briefs, Notes for Cabinet and reporting on legislative drafting matters. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Chief Parliamentary Counsel or other designated officer

SUPERVISION GIVEN TO:

Legal Counsel III, II, I (Legislative Drafting) and/or other designated officer.

DUTIES AND RESPONSIBILITIES:

- Assists the Deputy Chief Parliamentary Counsel in managing the day-to-day operations of the Department.
- Participates in the planning and scheduling of the legislative drafting programme of the Department.
- Supervises lower level legislative drafting professionals, providing advice and guidance on legal, policy and drafting issues.
- Drafts the more complex types of legislation including primary and subsidiary legislation.
- Conducts research to enable the preparation and drafting of legislation.
- Reviews draft Bills prepared by other legal agencies of the Government.
- Attends both Houses of Parliament during the debate and passage of Bills and advises Ministers on the legal implications of questions raised and amendments proposed during debate.
- Advises on legal and constitutional matters and on issues relating to parliamentary procedure, as appropriate.
- Drafts proposed amendments during Committee Stage of debate on Bills in both Houses of Parliament.
- Prepares comprehensive briefs, speaking notes, responses, reports and research material for the Attorney General relevant to Bills before the Parliament.
- Advises the Attorney General and Ministries/Departments on legal issues arising from Parliamentary debates.
- Prepares draft Notes for Cabinet.
- Advises and participates in the formulation of policy leading to the preparation of legislation.
- Attends meetings of Ministerial Committees upon request to give professional advice relating to the drafting of legislation.
- Provides guidance and advice to Ministries and Departments on the structure of policy for legislative drafting and on the advancement of their respective legislative agendas.
- Represents the Department at local, regional and international meetings, conferences, workshops and other fora and prepares reports of meetings..
- Performs other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Extensive knowledge of the Laws of Trinidad and Tobago.
- Extensive knowledge of legal and legislative drafting principles, practices and procedures.

	<ul style="list-style-type: none"> ▪ Extensive knowledge of legal research methods and techniques ▪ Extensive knowledge of the practices and processes involved in the drafting and introduction of legislative enactments. ▪ Extensive knowledge of the laws and regulations related to the operations of a Ministry/ Department. ▪ Considerable knowledge of the different types of legislative enactments and their uses and interdependence.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes. ▪ Skill in the drafting of legal documents/instruments. ▪ Skill in advocacy and negotiation. ▪ Ability to think analytically. ▪ Ability to supervise legal professionals performing legislative drafting work. ▪ Ability to interpret and analyze 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"> ▪ Minimum of eight (8) years' legislative drafting experience, including four (4) years' experience supervising/managing legal professionals engaged in legislative drafting. ▪ Bachelor of Laws Degree from a recognized institution. ▪ Legal Education Certificate or equivalent from a recognized institution. ▪ L.L.M or Post Graduate Diploma in Legislative Drafting. ▪ Admission to practice Law in Trinidad and Tobago. 	

Ref #: B025



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Senior Legal Counsel (Criminal Law)

JOB SUMMARY:

The incumbent is required to assist in the day-to-day management of the Department of Public Prosecution and to perform the more complex Criminal Law legal work. Duties include representing the DPP in the more complex Criminal matters in the High Court and Magistrates' Court, attending interlocutory proceedings and preparing interlocutory matters, performing pre-trial work, instructing and briefing attorneys on matters before the Privy Council, providing advice and opinions on Criminal matters and supervising lower level legal professionals engaged in Criminal Law work. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Director of Public Prosecution or other designated officer.

SUPERVISION GIVEN TO:

Legal Counsel III, II, I (Criminal Law) and/or other designated officer.

DUTIES AND RESPONSIBILITIES:

- Assists in managing the day-to-day operations of the Department.
- Supervises lower level professional legal staff engaged in performing Criminal Law work.
- Performs pre-trial preparatory work such as attending pre-trial conferences, carrying out legal research, preparing summaries, drafting/vetting indictments, fixing Cause Lists, perusing witness statements, interviewing witnesses, preparing them to give testimony and ensuring their availability in Court.
- Represents the Director, Public Prosecutions in the more complex Criminal matters involving multiple counts, multiple accused and complex issues in the High Court.
- Attends the more complex interlocutory proceedings in the High Court in criminal matters.
- Prepares all interlocutory matters in each Criminal trial such as the disclosure of documents, applications to admit fresh evidence, applications to use depositions of absent witnesses.
- Prepares other legal documents and instruments such as Notices of Discontinuance, Applications for Judge's Warrants to be executed by Director, Public Prosecutions and other such documents.
- Instructs and briefs Attorneys-at-Law in respect of matters before the Privy Council.
- Formulates and prepares indictments for the final review and signature of the Director of Public Prosecution and vets simple indictments.
- Drafts and settles affidavits in respect of preliminary proceedings such as abuse applications.
- Provides advice to a Judge in Chambers in respect of the more complex criminal matters, and to Police on evidence and other legal issues.
- Writes opinions in respect of the more complex criminal matters.
- Advises the Director, Public Prosecutions on issues of criminal law, procedure and evidence in relation to specific matters.
- Attends conferences and seminars and prepares relevant reports, and meetings of committees, Boards, Tribunals and workshops for the purpose of giving advice on Criminal matters.
- Attends to members of the Public who visits the office for advice; also responds to letters from members of the Public.
- Performs other duties as may be required

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, practices and procedures. ▪ Extensive knowledge of the principles and techniques of trial advocacy. ▪ Extensive knowledge of the principles, methods, practices and references utilized in legal research. ▪ Extensive knowledge of the court procedures and practices of Trinidad and Tobago and the Rules of Evidence. ▪ Extensive knowledge of the statutes governing the functioning of the Department of Public Prosecutions ▪ Extensive knowledge of the methods and practices involved in presenting and prosecuting criminal matters before the Courts.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes. ▪ Skill in advocacy, negotiation and mediation. ▪ Skill in preparing, presenting and prosecuting criminal matters in Court. ▪ Ability to interpret and analyze 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 think analytically. ▪ Ability to advise on Criminal Law matters. ▪ Ability to supervise professional legal staff performing Criminal Law work. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public and stakeholders
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of eight (8) years' experience as an Attorney –at –Law practicing Criminal Law including four (4) years' experience managing/supervising legal professionals. ▪ Bachelor of Laws Degree from a recognized institution. ▪ Legal Education Certificate or equivalent from a recognized institution. ▪ Admission to practice Law in Trinidad and Tobago. 	

Ref #: B026



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel III (Civil Law)

JOB SUMMARY:

The incumbent is required to perform more complex professional legal work in the area of Civil Law. Duties include supervising lower level legal professionals engaged in Civil Law work, representing the State in more complex Civil Law matters, instructing advocate Attorneys-at-law, providing advice and opinions to Ministries/Departments and other Government Agencies, drafting, vetting and certifying complex Civil/Commercial documents such as agreements, contracts, deeds and leases and representing a Ministry/Department and/or State at Court, seminars, workshops and other fora. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior Legal Counsel (Civil Law) or other designated Officer.

SUPERVISION GIVEN TO:

Legal Counsel II, I (Civil Law) and/or other designated Officer.

DUTIES AND RESPONSIBILITIES:

- Supervises lower level legal professionals engaged in Civil Law duties.
- Represents the State in the more complex civil proceedings as Advocate Attorney or as Junior Counsel to Senior State Counsel. This involves:-
 - Researching and reviewing laws, evidence and judgments;
 - Determining whether matter should be settled or whether there should be an appeal;
 - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
 - Preparing and presenting oral and written submissions in Court.
- Prepares cases for trial by interviewing and taking statements from defendants and witnesses and other relevant persons by conducting research into the Law and advising on pre-trial matters.
- Prepares letters, simple draft pleadings, summonses, affidavits, statements of claim and other legal documents for filing in Court.
- Prepares briefs for and instructs advocate Attorneys-at-law in the High Court, Appeal Court, Tax Appeal Board and other Courts and Tribunals.
- Attends Court on Chamber applications such as vesting orders, paternity applications and mental health applications as well as interlocutory applications relating to cases for trial.
- Prepares and represents the State in Bills of Costs and reviews.
- Prepares, vets and certifies more complex deeds of lease, bills of sale, licences, reclamation licences, lease rental agreements, contracts, agreements, service contracts and supervises execution of the same.
- Drafts and vets the more complex commercial documents, agreements and contracts by researching and examining precedents related to the specific nature of the document.
- Researches and examines precedents relating to various types of legal documents.
- Conducts research and analysis on a range of legal issues relating to the operations of a Ministry/Department and assists in the preparation of opinions, working papers and other legal documents.
- Prepares advice to Cabinet, Ministries/Departments/Statutory Bodies and other governmental agencies on a range of the more complex Civil Law matters/issues by researching the law and writing legal opinions.
- Interprets laws, ordinances and regulations in respect of issues relating to contract, succession, Public Trustee, land, commercial and conveyancing matters.

- Attends meetings and sits on Committees with officers from client Ministries/Departments to plan documentation for projects and negotiates with consultants.
- Represents the Ministry/Department/State at local, regional and/or international meetings, conferences, workshops and other fora and prepares reports of meetings.
- Negotiates agreements/treaties on behalf of Trinidad and Tobago.
- Performs other duties as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of legal research methods and techniques.
- Considerable knowledge of the Court procedures and practices of Trinidad and Tobago and the Rules of Evidence.
- Considerable knowledge of the methods and techniques of title research and property conveyancing.
- Considerable knowledge of the statutes governing the functioning of the Chief State Solicitor and/or Solicitor General Departments.
- Considerable knowledge of the principles and techniques of trial advocacy.
- Knowledge of legal drafting principles and procedures.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in advocacy, negotiation and mediation.
- Ability to conduct title research and to prepare and vet legal documents such as summonses, affidavits, statements of claim, deeds, leases and Bills of sale.
- Ability to prepare briefs and defences, and to provide instructions for advocate Attorneys-at-laws regarding litigation matters.
- Ability to interpret and analyze the law and legal issues.
- Ability to think analytically.
- 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, members of the public and stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of six (6) years' experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing.
- Bachelor of Laws Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.

Ref #: B027



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel III (Legislative Drafting)

JOB SUMMARY:

The incumbent is required to perform complex professional legal work in legislative drafting. Duties include supervising lower level professional legal officers engaged in legislative drafting, drafting complex types of legislation; conducting legal research and preparing briefs and notes, providing advice as required, attending Parliament to provide advice and support on legislation being drafted and representing the Ministry at local, regional and/or international meetings and conferences. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior Legal Counsel (Legislative Drafting) or other designated officer

SUPERVISION GIVEN TO:

Legal Counsel II, I (Legislative Drafting) and/or other designated officer.

DUTIES AND RESPONSIBILITIES:

- Supervises lower level legislative drafter by reviewing work prepared and by guiding and advising on the techniques of legislative drafting.
- Assists senior officers in the planning and scheduling of the Department's work programme.
- Drafts complex types of legislation, including Bills, Regulations, Orders and Proclamations, and amending and repealing legislation; and prepares the accompanying explanatory memoranda, speaking notes, speeches and Parliamentary Briefs.
- Drafts complex subsidiary legislation including regulations, orders, notices and rules in consultation with relevant Ministries/Departments.
- Construes and interprets policy instructions or statements.
- Vets draft Bills prepared by the Law Reform Commission and consultants.
- Participates in the review of legislation and makes recommendations for change.
- Assists in the formulation of policy leading to the preparation of legislation.
- Vets proofs of legislation passed by Parliament.
- Conducts a pre-drafting exercise on policies proposed by Ministries/ Departments, Statutory Bodies and other governmental agencies by:
 - consulting relevant sources of law to determine relevance and validity of proposal
 - Clarifying issues surrounding the proposal
- Undertakes research on local and international legislation for use in the preparation of proposed laws.
- Attends both Houses of Parliament during debate and passage of Bills to advise the relevant Ministers on issues raised during the debate.
- Drafts amendments proposed during the Committee Stage of debate on Bills in both Houses.
- Evaluates any amendments proposed before circulation and consideration by the Parliament.
- Advises Ministers on the legal and constitutional implications of questions raised and amendments proposed during debate on Bills in both Houses.
- Prepares comprehensive briefs including detailed speaking notes, relevant research, laws and other relevant information for the Minister for the purposes of Parliament.

- Participates in meetings of a legal/parliamentary nature by drafting legislation and putting forward recommendations in respect of the proposed Bills.
- Advises the Attorney General, Legislative Review Committee and line Ministries/Departments, Statutory Bodies and other governmental agencies on constitutional and administrative provisions of Bills.
- Drafts Notes for Cabinet/Ministerial Notes of a more complex nature.
- Attends meetings of the Legislative Review Committee and other Committees to report, advise and defend draft legislation prior to its introduction in Parliament; attends Parliamentary Committee meetings to report, advise and defend draft legislation being considered by the Parliamentary Committees.
- Represents the Department at local, regional and international meetings, conferences, workshops and seminars and prepares reports of meetings.
- Performs other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of legal research methods and techniques.
- Considerable knowledge of the court procedures and practices of Trinidad and Tobago.
- Considerable knowledge of legislative drafting principles and practices.
- Considerable knowledge of the laws and regulations related to the operations of the Ministry/Department.
- Considerable knowledge of the practices and processes involved in the drafting and introduction of legislative enactments.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in the use of personal computers.
- Skill in the drafting of legal documents/instruments.
- Skill in advocacy and negotiation.
- Ability to think analytically.
- Ability to supervise legal professionals performing legislative drafting work.
- Ability to interpret and analyze 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:

- Minimum of six (6) years' legislative drafting experience.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- L.L.M (Legislative Drafting).
- Admission to practice Law in Trinidad and Tobago.

Ref #: B028



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel III (Criminal Law)

JOB SUMMARY:

The incumbent is required to perform more complex professional legal work in Criminal Law. Duties include supervising lower level legal professionals engaged in Criminal Law work, representing the DPP in the more complex criminal matters in the High Court, attending interlocutory proceedings and preparing interlocutory matters, performing pretrial preparation work, providing advice and opinions on criminal matters. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position

REPORTS TO:

Senior Legal Counsel (Criminal Law) or other designated officer.

SUPERVISION GIVEN TO:

Legal Counsel II, I (Criminal Law) and/or other designated officer.

DUTIES AND RESPONSIBILITIES:

- Supervises lower level legal professional staff engaged in performing Criminal Law work.
- Represents the DPP in the more complex Criminal Matters in the High Court and Magistrates' Court.
- Attends the more complex interlocutory proceedings in the High Court in Criminal matters, also prepares all interlocutory matters in each Criminal trial.
- Performs pre-trial preparation work in the more complex Criminal matters such as attending pre-trial conferences, carrying out legal research, preparing summaries, drafting/vetting indictments, fixing Cause Lists, perusing witness statements, interviewing witnesses, preparing witnesses to give testimony and ensuring their availability in Court.
- Conducts investigations to obtain facts, studies legal precedents and prepares recommendations for the review of a supervisor.
- Provides advice to a Judge in Chambers in respect of the more complex Criminal matters.
- Vets, files and prepares legal advice as directed.
- Drafts and settles affidavits in respect of preliminary proceedings.
- Prepares and submits legal opinions on more complex Criminal matters.
- Reviews police files and prosecution material and attends to disclosure requests made.
- Advises Police Officers on evidential and other legal matters relevant to their investigations.
- Attends conferences and seminars and prepares relevant reports.
- Performs other duties as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles, practices and procedures.
- Considerable knowledge of the principles and techniques of advocacy.
- Considerable knowledge of the principles, methods, practices and references utilized in legal research.
- Considerable knowledge of court procedures and practices of Trinidad and Tobago and the Rules of Evidence.
- Considerable knowledge of the statutes governing the functioning of the Department of Public Prosecutions.

	<ul style="list-style-type: none"> ▪ Considerable knowledge of the methods and practices involved in presenting and prosecuting criminal matters before the courts.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes. ▪ Skill in advocacy, negotiation and mediation. ▪ Skill in preparing, presenting and prosecuting Criminal matters in Court. ▪ Ability to interpret and analyze 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 advise on Criminal Law matters. ▪ Ability to supervise professional legal staff performing Criminal Law work. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public and stakeholders
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Minimum of six (6) years' experience as an Attorney-at-Law practicing Criminal Law. ▪ Bachelor of Law Degree from a recognized institution. ▪ Legal Education Certificate or equivalent from a recognized institution. ▪ Admission to practice Law in Trinidad and Tobago. 	

Ref #: B029



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel II (Civil Law)

JOB SUMMARY:

The incumbent is required to perform complex professional legal work in the area of Civil Law. Duties include representing the State in complex Civil Law matters, instructing advocate Attorneys-at-law during Court proceedings, providing legal advice and opinions to Ministries/Departments and other Government agencies, drafting, vetting and certifying less complex Civil/Commercial documents such as agreements, contracts, deeds and leases. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Legal Counsel III (Civil Law) and/or other designated Officer.

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Represents the State in complex civil legal proceedings as Advocate Attorney or as Junior Counsel to Senior State Counsel. This includes:-
 - Researching and reviewing laws, evidence and judgments;
 - Determining whether matters should be settled or whether there should be an appeal;
 - Appearing on behalf of the State in civil matters and in interlocutory proceedings at the High Court and Court of Appeal; and
 - Preparing and presenting oral and written submissions in court.
- Prepares cases for trial by interviewing and taking statements from defendants, witnesses and other relevant persons by conducting research into the Law and advising on pre-trial matters.
- Prepares letters, simple draft pleadings, summonses, affidavits, statements of claim and other legal documents for filing in Court.
- Prepares briefs for and instructs advocate Attorneys-at-law in the High Court, Appeal Court, Tax Appeal Board and other Courts and Tribunals..
- Attends Court on Chamber applications such as vesting orders, paternity applications and mental health applications as well as interlocutory applications.
- Prepares and represents the State on Bills of Costs and reviews.
- Drafts and vets complex commercial documents, agreements & contracts by researching and examining precedents relating to various types of legal documents.
- Conducts research and analysis on a range of legal issues relating to the operations of a Ministry/ Department and assists in the preparation of opinions, working papers and other legal documents.
- Prepares, vets and certifies complex deeds of lease, bills of sale, licences, reclamation licences, lease rental agreements, contracts, agreements, service contracts and supervises execution of same.
- Provides legal advice to Cabinet, Ministries/Departments/Statutory Bodies and other governmental agencies in complex civil matters/issues by researching the law and writing legal opinions.
- Receives and peruses complex applications for waiver of State rights, obtains all relevant information from petitioners and other interested persons and prepares and certifies all necessary court documents for administering the estates of persons who have died without lawful next-of-kin.
- Performs other duties as may be required

KNOWLEDGE, SKILLS AND ABILITIES**KNOWLEDGE:**

- Considerable 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 of Trinidad and Tobago and the rules of evidence.
- Knowledge of legal drafting principles and procedures.
- Knowledge of the statutes governing the functioning of the Departments of the Chief State Solicitor and/or the Solicitor General.
- Knowledge of the methods and techniques of title research and property conveyancing.
- Knowledge of the principles and techniques of trial advocacy.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in drafting legal documents/instruments.
- Skill in advocacy, negotiation and mediation.
- Ability to analyze and interpret 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 conduct title research and to prepare and vet summonses, affidavits, statements of claim, deeds, leases, surrenders a., and Bills of Sale.
- Ability to prepare briefs and defences and to provide instructions for advocate Attorneys-at-law with respect to matters of legislation.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public and stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of four (4) years' experience as a practicing Attorney-at-law in the area of Civil and Commercial Law and conveyancing.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.

Ref #: B030



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel II (Legislative Drafting)

JOB SUMMARY:

The incumbent will be required to perform the less complex professional legal work in legislative drafting under the direct supervision of a higher level legal professional. Duties include drafting and preparing amendments to legislation, conducting legal research, attending Parliament to provide advice and support on legislation being debated, preparing briefs, notes and providing advice as required. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Legal Counsel III (Legislative Drafting) or other designated officer

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Drafts and prepares amendments to primary and subsidiary legislation including Regulations, Rules, Orders, By-Laws, Proclamations, Notices and Notifications.
- Drafts explanatory notes to accompany Bills and explanatory memoranda in the case of subsidiary legislation.
- Collates and tabulates comments and prepares preliminary drafts for consideration by the Law Reform Commission.
- Conducts in-depth legal research as it relates to existing and proposed legislation and policy.
- Liaises with Ministries/Departments, Statutory Bodies and Governmental agencies to clarify or obtain instructions as it relates to the drafting of legislation and advising on legal implications of proposed legislation and policy.
- Attends Parliament when legislation is being debated as well as during the various stages of the passage of a Bill and assists with the re-drafting of amendments to legislation as required.
- Prepares Parliamentary briefs, speaking notes on relevant Bills and responses for the Attorney General to queries from Members of Parliament on Legal and Constitutional issues.
- Advises on legal issues arising from Parliamentary debates.
- Advises internal and external stakeholders on constitutional and administrative issues arising from legislative proposals.
- Assists the Legislative Review Committee by preparing legislative briefs on certain matters before the Committee, advising on the merits of provisions of legislative instruments before it and on any legal issues arising therefrom.
- Assists senior legal professionals in the drafting of more complex legislation.
- Prepares Notes for Cabinet and Ministerial Notes on proposed legislation and reviews or vets, as required, Cabinet Notes from other Ministries/Departments with a view to ensuring feasibility of legislative proposals.
- Attends Joint Select Committee and Special meetings of the Parliament to assist the Committee in understanding the purpose and structure of legislation before it and to re-draft provisions, where necessary.
- Prepares statements for oral and written presentations by the Attorney General and by other Ministries/Departments, as required.
- Represents the Ministry at local, regional or international workshops, meetings, conferences and/or seminars and participates in the relevant discussions with a view to providing the Attorney General with advice on policy formulation which may result in the need for the drafting of legislation.

- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

- Considerable 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 of Trinidad and Tobago.
- Knowledge of legislative drafting principles and methods.
- Knowledge of the laws and regulations related to the operations of a Ministry/Department.
- Knowledge of the practices and processes involved in the drafting and introduction of legislative enactments.

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite and the internet for research purposes.
- Skill in the use of personal computers.
- Skill in the drafting of legal documents/instruments.
- Skill in advocacy.
- Ability to think analytically.
- Ability to use e-Government technology platforms.
- Ability to interpret and analyze 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:

- Minimum of four (4) years' experience as an Attorney-at-Law including at least two (2) years' experience in Legislative Drafting.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.

Ref #: B031



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel II (Criminal Law)

JOB SUMMARY:

The incumbent is required to perform complex professional legal work in Criminal Law. Duties include prosecuting complex criminal matters, representing the State in interlocutory proceedings, providing advice and opinions on criminal matters, conducting research into criminal law, conducting lectures and workshop on matters in Criminal Law and attending to public regarding complaints raised. Dependent on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Legal Counsel III (Criminal Law) and/or other designated officer.

SUPERVISION GIVEN TO:

N/A

DUTIES AND RESPONSIBILITIES:

- Prosecutes complex criminal matters at the Magistrates' Court and the High Court.
- Represents the State in interlocutory proceedings and the DPP at Bail Hearings in the High Court.
- Interviews witnesses and attends to matters that arise in pre-trial conferences.
- Appears as Junior Counsel to senior legal officers in the Criminal Law Department in respect of proceedings at the High Court and Court of Appeal.
- Pursues matters raised relative to pending Privy Council matters.
- Conducts legal research in matters relating to Criminal Law.
- Prepares summaries and draft indictments in complex criminal proceedings.
- Reviews Coroner's inquests.
- Prepares and submits legal opinions on criminal matters.
- Reviews police files and prosecution material and attends to disclosure requests made by defense counsel.
- Prepares Notes of Advice to police officers and other Government Departments/Ministries.
- Advises Police Officers on evidential and other legal matters relevant to their investigations.
- Attends conferences and seminars and prepares relevant reports.
- Conducts lectures and workshops with respect to aspects of Criminal Law.
- Reviews draft legislation
- Visits crime scenes
- Attends to members of the Public regarding complaints which they may have.
- Performs other duties as may be required

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable 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 of Trinidad and Tobago and the Rules of Evidence.
- Knowledge of the statutes governing the functioning of the Department of Public Prosecution.

	<ul style="list-style-type: none"> ▪ Knowledge of the methods and practices involved in presenting and prosecuting Criminal matters before the courts.
<p>SKILLS AND ABILITIES:</p>	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes. ▪ Skill in advocacy, negotiation and mediation. ▪ Skill in preparing, presenting and prosecuting criminal matters before the Court. ▪ Ability to interpret and analyze 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 advise on criminal law matters. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public and stakeholders.
<p>MINIMUM EXPERIENCE AND TRAINING:</p>	
<ul style="list-style-type: none"> ▪ Minimum of four (4) years' experience as an Attorney-at-Law practicing Criminal Law. ▪ Bachelor of Laws Degree from a recognized institution. ▪ Legal Education Certificate or equivalent from a recognized institution. ▪ Admission to practice Law in Trinidad and Tobago. 	

Ref #: B032



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Legal Counsel I (Legislative Drafting/ Criminal Law/ Civil Law)

JOB SUMMARY:

The incumbent will be required to perform entry level professional legal work in one of the assigned areas of Legislative Drafting, Civil Law or Criminal Law under the direct supervision of a higher level legal professional. Duties include appearing in Court, undertaking pre trial preparation work, drafting legislation and legal documents, providing legal advice and preparing briefs and opinions. Dependent on assignment, the incumbent may be required to perform duties in one or more of the assigned areas listed.

REPORTS TO: Designated Officer

SUPERVISION GIVEN TO: N/A

DUTIES AND RESPONSIBILITIES:

Legislative Drafting

- Conducts research into laws of TT and related laws of other countries
- Assists in the preparation of drafts of background papers, studies, reports, policies, procedures, guidelines, legislation, legislative texts and commentaries on those texts.
- Drafts simple primary and subsidiary legislation including regulations, rules, instructions, order and proclamations.
- Drafts under close supervision of a senior legal officer or assists a senior legal officer in the drafting of complex legislation and amendments of legislative enactments already in existence.
- Participates in the consolidation of statutes and subsidiary legislation of Trinidad and Tobago for use by senior officers or for guidance of client Ministries where necessary.
- Participates in the discussions on legislative drafting work and general office matters.

Civil

- Prepares less complex draft pleadings, summonses, affidavits and other legal documents for filing in court.
- Prepares briefs and instructs Advocate Attorney – at – Law in, High Court, Appeal Court and other courts and tribunals.
- Attends court in Paternity Applications, mental health applications and Vesting Order Applications and other interlocutory applications.
- Prepares, vets and certifies deeds of lease, bills of sale, consultancy contracts such as building and engineering contracts and service contracts and supervises execution of same.
- Receives and peruses less complex applications for waiver of State Rights and prepares and certifies the necessary documents for administering bona vacantia estates.
- Prepares and represents the State on Bills of Costs and reviews.
- Receives and peruses less complex applications for waiver of State rights, interviews and obtains all relevant information from petitioners and other interested persons.
- Prepares and certifies all necessary court documents for administering the estates of persons who die without lawful next of kin.
- Represents the State in less complex constitutional and other civil legal proceedings by:
 - Researching and reviewing laws, evidence and judgments

- Determining whether matters should be settled or whether there should be an appeal
- Appearing on behalf of the State in constitutional and other civil matters and in interlocutory proceedings at the High Court and Court of Appeal.
- Presenting oral and written legal submissions to the Courts.
- Preparing written submissions.
- Prepares advice for Cabinet, Ministries/Departments and other Government Organizations in less complex civil matters
- Drafts and vets less complex commercial documents, agreements and contracts by researching, and examining precedents relating to the specific nature of the document.

Criminal

- Prosecutes the less complex criminal matters in the Magistrate Court
- Conducts legal research and prepares briefs in preparation for Court
- Conducts preliminary inquiries. This includes:
 - Revising notes of evidence from preliminary inquiries
 - Preparing summaries and drafting relevant indictments in respect of the said inquiries.
- Prepares briefs and opinions for the DPP on the less complex criminal matters.
- Prepares legal advice for the Police Service, Ministries/Departments and other Government Agencies on less complex legal matters and opinions.
- Conducts lectures and workshops for the Police Service with regards to roles and responsibilities and less complex aspects of criminal law.

General

- Assists in the preparation of Cabinet Notes.
- Represents the Ministry at court, parliament, meetings, committees and/or other fora.
- Provides information to the public on legal matters in assigned area through lectures, presentations and reading material.
- Copies and collates relevant documents.
- Performs other duties as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Knowledge of the Laws of Trinidad and Tobago. ▪ Some knowledge of legal principles, practices and procedures. ▪ Some knowledge of legal research methods and techniques ▪ Some knowledge of the court procedures and practices of Trinidad and Tobago and Rules of Evidence. ▪ Some knowledge of the statutes governing the functions of the following Departments: Chief Parliamentary Counsel and/or Solicitor General's and/or Chief State Solicitor's and/or Director of Public Prosecution. ▪ Some knowledge of the methods and techniques of title research and property conveyancing. ▪ Some knowledge of legal drafting principles and methods. ▪ Some knowledge of the methods of initiating proceedings in the Petty, Civil and Magistrate Court and litigation in the Supreme Court. ▪ Some knowledge of the principles and techniques of trial advocacy.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite and the internet for research purposes. ▪ Skill in the use of personal computers. ▪ Ability to use e-Government technology platforms. ▪ Ability to conduct legal research and to use the internet for research purposes. ▪ Ability to interpret and analyze the law and legal issues. ▪ Ability to prepare briefs and opinions and to provide instructions for advocate attorneys-at-law with respect to matters of legislation. ▪ 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:

- No experience required
- Bachelor of Laws Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice law in Trinidad and Tobago.

APPENDIX II

**SALARIES AND OTHER TERMS AND CONDITIONS, WHERE APPLICABLE, FOR
APPROVED POSITIONS IN THE LEGAL (CENTRAL) OFFICES CATEGORY**

SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY (CENTRAL)

LEGAL CATEGORY						
NAME OF POSITION	SALARY With effect from September 1, 2017	ALLOWANCES				Special Allowance (per month)
		Transport, Facilities		Subsistence (per day)*	Transport Allowance	
		Motor Vehicle Loan				
Senior Legal Counsel (Civil Law) <i>with more than 8 years experience as a practicing Attorney- at- Law in Civil & Commercial Law & Conveyancing</i>	\$26,000	\$200,000	\$3,600	\$200	\$3,600	\$2,800
Senior Legal Counsel Legislative Drafting) <i>with more than 8 years experience as a practicing Attorney- at- Law in Civil & Commercial Law & Conveyancing</i>	\$26,000	\$200,000	\$3,600	\$200	\$3,600	\$2,800
Senior Legal Counsel (Criminal Law) <i>with more than 8 years experience as a practicing Attorney- at- Law in Civil & Commercial Law & Conveyancing</i>	\$26,000	\$200,000	\$3,600	\$200	\$3,600	\$2,800
Legal Counsel III (Civil Law, Solicitor General) <i>with 6 yrs to 10 yrs experience as a practicing Attorney- at -Law in Civil & Commercial Law & conveyancing</i>	\$23,200	\$175,000	\$3,100	\$200	\$3,100	\$2,700
Legal Counsel III (Civil Law, Solicitor General) <i>with more than 10 yrs experience as a practicing Attorney- at -Law in Civil & Commercial Law & Conveyancing</i>	\$24,500	\$17,500	\$3,100	\$200	\$3,100	\$2,700
Legal Counsel III (Legislative Drafting) <i>with 6yrs to 10 yrs experience in Legislative Drafting</i>	\$24,000	\$175,000	\$3,100	\$200	\$3,100	\$2,700

SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY (CENTRAL)

LEGAL CATEGORY		ALLOWANCES				Special Allowance (per month)
NAME OF POSITION	SALARY With effect from September 1, 2017	Transport Facilities		Subsistence (per day)*	Special Allowance (per month)	
		Motor Vehicle Loan	Transport Allowance			
Legal Counsel III (Legislative Drafting) with more than 10 yrs experience in Legislative Drafting	\$25,600	\$175,000	\$3,100	\$200	\$2,700	
Legal Counsel III (Criminal Law) with 6yrs to 10 yrs experience as an Attorney- at -Law practicing Criminal Law	\$24,000	\$175,000	\$3,100	\$200	\$2700	
Legal Counsel III (Criminal Law) with more than 10 yrs experience as an Attorney- at -Law practicing Criminal Law	\$25,600	\$175,000	\$3,100	\$200	\$2,700	
Legal Counsel II (Civil Law) with 4 yrs to 6 yrs experience as a practicing Attorney -at- Law in Civil & Commercial Law & Conveyancing	\$20,200	\$155,000	\$2,800	\$200	\$2,500	
Legal Counsel II (Civil Law) with more than 6 yrs experience as a practicing Attorney- at -Law in Civil & Commercial Law & Conveyancing	\$21,000	\$155,000	\$2,800	\$200	\$2,500	
Legal Counsel II (Legislative Drafting) with 4yrs to 6 yrs experience in Legislative Drafting	\$20,200	\$155,000	\$2,800	\$200	\$2,500	
Legal Counsel II (Legislative Drafting) with more than 6 yrs experience in Legislative Drafting	\$21,000	\$175,000	\$2,800	\$200	\$2,500	

SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY (CENTRAL)

NAME OF POSITION	LEGAL CATEGORY					
	SALARY With effect from September 1, 2017	Transport Facilities			Subsistence (per day)*	Special Allowance (per month)
		Motor Vehicle Loan	Transport Allowance	Transport Allowance		
Legal Counsel II (Criminal Law) with 4 yrs to 6 yrs experience as an Attorney -at- Law practicing Criminal Law	\$20,200	\$155,000	\$2,800	\$200	\$1,700	
Legal Counsel II (Criminal Law) with more than 6 yrs yrs experience as an Attorney -at- Law practicing Criminal Law	\$21,000	\$155,000	\$2,800	\$200	\$1,700	

SALARIES AND OTHER TERMS AND CONDITIONS FOR APPROVED POSITIONS IN THE
LEGAL CATEGORY (CENTRAL)

NAME OF POSITION	LEGAL CATEGORY				
	SALARY		ALLOWANCES		
	With effect from September 1, 2017	Transport Facilities	Transport Facilities	Subsistence (per day)*	
	1st & 2nd Year of Contract	3rd Year of Contract	Motor Vehicle Loan	Transport Allowance (per month)	
Legal Counsel I (Civil Law, Criminal Law & Legislative Drafting) <i>with less than two (2) continuous yrs as a practicing Attorney- at -Law in the service of Government</i>	\$11,920	\$15,400	\$155,000	\$2,600	\$200
Legal Officer I (Civil Law, Criminal Law & Legislative Drafting) <i>with two (2) and more continuous yrs experience as a practicing Attorney- at -Law in the service of Government</i>	\$15,400	\$15,890	\$155,000	\$2,600	\$200

*Payable subject to established criteria being met.