

Ref #: A015



Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: LEGAL OFFICER II

JOB SUMMARY:

The incumbent is required to perform professional legal work in a Ministry/Department. Duties include appearing in court, providing legal advice and opinions, and drafting legal documents on matters involving the Ministry/Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO:

Senior Legal Officer or designated officer

SUPERVISION GIVEN TO:

NA

DUTIES AND RESPONSIBILITIES:

- Represents the Ministry/Department in court and before tribunals.
- Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry's/Department's operations.
- Drafts complex legal documents including contracts, leases and agreements.
- Provides legal opinions and briefs in respect of complex legal issues.
- Prepares instructions for submission to state central legal agencies on legal matters involving the state.
- Performs court cases preparation work such as interviewing witnesses, taking depositions and preparing pre-trials briefs and draft pleadings for filing.
- Assists in planning, directing, coordinating and formulating legal policies and programmes of the Ministry/Department.
- Conducts research and analysis, and reports on legal matters pertinent to the Ministry's/Department's operation.
- Conducts or participates in negotiations/consultations with external/internal parties.
- Participates in or conducts the review of existing legislation, rules and regulations related to the Ministry/Department and recommends/drafts appropriate amendments.
- Represents the Ministry/Department on committees and meetings and other fora.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters.
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

