

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

**JOB TITLE: PARALEGAL**

**JOB SUMMARY:**

The incumbent is required to provide paralegal support to Legal Officers in a Ministry/Department. Duties include researching laws; investigating facts; preparing pleadings; opinions and briefs; maintaining case files and assisting in the preparation of legal documents.

**REPORTS TO:** Designated Officer

**SUPERVISION GIVEN TO:** N/A

**DUTIES AND RESPONSIBILITIES:**

- Conducts research and drafts or prepares briefs on legal matters as directed.
- Investigates the facts and law of cases and researches relevant sources to prepare cases.
- Reviews legal/court documents for completeness and accuracy.
- Assists in the monitoring and reviewing of government regulations to ensure that the Ministry and its agencies are aware of new requirements.
- Establishes and maintains case files and makes available and easily accessible to legal officers.
- Assists in interviewing parties involved in court proceedings to gather information for case preparation or completion of legal documents.
- Assists in the preparation of legal documents such as contracts, opinions and agreements; drafts correspondence on routine legal issues.
- Assists in the development and maintenance of an up to date repository of laws, judgments, contract precedents and other relative material in areas affecting the Ministry's day to day operations.
- Copies and collates relevant documents.
- Takes notes at court, tribunals, legal proceedings and meetings and generates documents as required.
- Performs other related work as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Knowledge of the methods and techniques of legal research.
- Some knowledge of the Laws of Trinidad and Tobago.
- Some knowledge of the court procedures and practices and rules of evidence.
- Knowledge of legal drafting principles and practices.
- Some knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.

**SKILLS AND ABILITIES :**

- 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.
- Ability to conduct legal research.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of two (2) CAPE/GCE 'A' Level passes, one of which must be Law or an Associate Degree in Paralegal Studies.
- Minimum of two (2) years' experience performing paralegal functions for an Attorney at Law.