

**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:**

N/A

**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 pretrials 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**

**KNOWLEDGE:**

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

**SKILLS AND ABILITIES :**

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in drafting legal documents/instruments.
- Skill in negotiation and mediation.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to analyse and interpret laws and legal issues.
- Ability to present and explain statements of fact and the law, and to argue clearly and logically, 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 a practicing Attorney at law.
- 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.