

<u>JOB DESCRIPTION</u> 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 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	
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, mediation and arbitration. • Ability to use e-Government technology platforms • Ability to use the internet for research purposes. • Ability to analyse and interpret laws and regulations. • Ability to present and explain statements of fact and the law logically, orally and in writing. • Ability to maintain confidentiality. • Ability to establish and maintain effective working relationships with fellow employees, colleagues 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 recognized institution. • Legal Education Certificate or equivalent from a recognized institution. • Admission to practice Law in Trinidad and Tobago.	