



SENIOR COURTS OF BELIZE

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

EXECUTIVE LEGAL ASSISTANT TO THE OFFICE OF THE CHIEF JUSTICE

Applicants for the position of Executive Legal Assistant:

- [a] must possess a Bachelor of Laws Degree and a Certificate in Legal Education or equivalent qualification and be qualified to practice as an attorney-at-law or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction either in civil or criminal causes or matters, and be called to the Bar in a Commonwealth country and possess specialized training in specific areas; and
- [b] must be in good health.
- [c] must be a person who conducts himself at all times, both in his professional and personal life, in a manner that will maintain public confidence in the standards of the judiciary.

Applicants are also expected to possess a high level of personal integrity and if successful are expected to subscribe to any Judicial Code of Ethics that the Chief Justice may from time to time prescribe.

Interested persons may download an application package from the Senior Courts' Website – www.belizejudiciary.org or request in writing from:

**The Secretary
Judicial and Legal Services Commission
Ground Floor, Sir. Edney Cain Building
Belmopan City, Cayo District
Belize, Central America
Telephone number: 822-2204 or 822-2235
email address: ceo@mps.gov.bz**

Deadline for receipt of applications has been extended to the 31st May, 2023

Note: Only suitably qualified applicants will be acknowledged.

The Commission does not bind itself to make an appointment from among those persons who apply.

JOB DESCRIPTION

JOB TITLE : Executive Legal Assistant to the Chief Justice

REPORTS TO : Chief Justice

A. DUTIES AND TASKS

1. Undertake legal research for Chief Justice and Managing Judge.
2. Prepare opinions for the Chief Justice.
3. Perform research relating to the drafting of rules, practice directions, practice memorandum and practice guides.
4. Prepare first drafts of speeches and addresses to be delivered by the Chief Justice.
5. Prepare speaking notes for the Chief Justice and judicial functions.
6. Investigate complaints made to the Chief Justice.
7. Identify issues as regards efficiency, effectiveness, and economy of the Court.
8. Prepare Bench Memoranda for sittings of the Court of Appeal as may be directed by the Chief Justice.
9. Prepare for delivery judgments written by the Chief Justice.
10. Draft Judgments for consideration.
11. Prepare summaries of recently decided cases from final courts in the Commonwealth that may be of interest to the Chief Justice.
12. Assist in designing, developing, and implementing solutions.
13. Assist the Managing or Administrative Judge and other Court Officers, with reform activities.
14. Prepare legal opinions for the Managing Judge.
15. Such other related tasks as may be assigned by the Chief Justice.

B. SKILLS, KNOWLEDGE, AND ABILITIES

The incumbent should possess:

1. The ability to interpret and apply laws.
2. Sound working knowledge of civil and criminal practice and relevant rules of the High Court of Belize.
3. A sound working knowledge of information technology applications.
4. A demonstrated ability to communicate effectively both orally and in writing.
5. Excellent planning and organization skills.
6. Sound analytical skills,
7. Understanding the need of confidentiality.
8. Keen eye for detail.

C. QUALIFICATIONS AND EXPERIENCE

Qualifications and skills must include the following:

1. A Bachelor's Degree in Law.
2. A Legal Education recognized in Belize.
3. A minimum of three (3) years prior relevant working experience in a similar environment is an asset.

A working knowledge of or specialized training in the following areas would be an asset:

- The Constitution of the Belize Judiciary.
- Treaties and Agreement of the Belize High Court.
- Legislative Drafting.
- Protocol.
- Communication.