



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Court Legal Officer		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Courts
<b>Reports to:</b>	Head of Courts and Tribunals Service		
<b>Grade:</b>	D1	<b>Job Code:</b>	453C01

## Job Purpose

To provide effective, high level legal, secretarial and administrative support and assistance to the Senior Magistrate and Head of Courts in the day-to-day running of the Law Courts of the Falkland Islands and other relevant territories.

## Main Accountabilities:

### Office Administration

1. Deliver an informative, effective and user-friendly legal administrative and secretarial service by responding courteously and reliably to enquires from internal and external contacts including those from line management, FIG staff and the general public.
2. Devise and maintain effective office systems, including efficient data and document management and filing systems as well as a contacts database.
3. Organising visits by the Chief Justice and Counsel as required.
4. Dealing with all enquiries – telephone and in person.
5. General accounting duties such as collecting, reconciling and banking fees. Preparation of vouchers for submission to Treasury. Entering transactions up to a value of £50,000 on the FIG accounting system (Dynamics).

### Court Administration

6. Handle routine matters within the post's remit such as ensuring that the court room is set up for hearings, general correspondence, minutes of meetings, maintaining Court registers and Court lists and ensuring that applications to the court are referred to the Head of Courts.
7. Case management and ensuring that the Head of Courts is informed of progress on cases.
8. Preparation of paperwork relating to Court cases such as draft Court Orders and Directions.
9. Liaise with those applying through the Court and outside agencies on behalf of the Head of Courts and Tribunals Service. This includes licensing matters, small claims and family court matters.
10. Carry out specific projects such as preparing content for the Court website, keeping the Court website updated, and preparing or updating procedural guidelines for court users.
11. Maintaining the Court library.

### Provide Legal Support

12. Legal and other research as required by the Senior Magistrate and Head of Courts and Tribunals Service.

### Support and Deputise for Head of Courts

13. Act on behalf of/deputise for the Head of Courts in all matters during absences to maintain continuity to ensure a consistent level of services.
14. Support Head of Courts with: training and mentorship of lay Judiciary, functions on the Criminal Justice Council; and administration and continuous review of legal aid scheme.



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*The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.*



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Person Specification:	Court Legal Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications and Experience/Evidence of:</b>			
Educated to degree level in a legal or relevant subject	✓		A
Relevant post graduate qualification – practical or academic		✓	A
Experience of carrying out legal research	✓		A/I
Experience of producing written and online guidance for the public, ideally in a legal context		✓	A/I
<b>Knowledge and Skills:</b>			
A minimum of 2 years' experience working in a secretarial or administrative environment, including experience of financial and budget management.	✓		A/I/E
Ability to communicate accurately and effectively at a high level, both verbally and in writing	✓		I/R/E
Capacity to prioritise tasks effectively, meet deadlines and to work on own initiative unsupervised to meet deadlines as required	✓		I/R
Knowledge of the justice system, specifically engagement with Courts in a UK, Commonwealth or similar system		✓	A/I
<b>Personal Attributes:</b>			
Able to establish credible and positive relationships with legal professionals, police, other government officials and a wide variety of the public	✓		I/R
Display common sense and good judgement	✓		I/R
Logical thinker and willing to accept responsibility	✓		I/R
Ability to maintain confidentiality at all times	✓		I/R
Able to work well as part of a small team and be sufficiently flexible to accommodate variable workloads	✓		I/R
Able to remain calm in difficult situations and under pressure	✓		I/R

A - Application Form  
E - Exercise

I - Selection Interview

R – Reference

P – Presentation