



Government of Trinidad and Tobago

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.
- Some 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.

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| | <ul style="list-style-type: none">▪ 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. |
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MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none">• 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.	