



SENIOR COURTS OF BELIZE

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

JUDICIAL ASSISTANT OF THE SENIOR COURTS OF BELIZE

Applicants for the position of Judicial 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 July, 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 : Judicial Assistant
REPORTS TO : Chief Registrar of the Senior Courts

A. DUTIES AND TASKS

1. Reviews and summarizes evidence, procedural history, and legal issues in relation to matters before the Chief Justice and Justices of the Senior Courts and prepares bench memoranda.
2. Conducts legal research.
3. Prepare first drafts of judgments and orders for review by the Chief Justice and Judges of the Senior Courts.
4. Reviews legal documents at the request of the Chief Justice and Judges of the Senior Courts.
5. Prepares digests and records of proceedings at sittings of the Senior Courts.
6. Reviews court documents in particular, digests and decisions, for completeness of format, citations, grammar, spelling, clarity and accuracy.
7. Headnotes and proofreads judgments in preparation for their delivery.
8. Performs such other duties as may be assigned by Chief Registrar of the Senior Courts.

B. SKILLS, KNOWLEDGE, AND ABILITIES

1. The ability to proofread accurately.
2. Ability to prepare judgments for delivery.
3. Ability to review and summarize evidence, procedural history and legal issues in relation to matters before the Senior Courts.
4. Ability to conduct research for the Chief Justice and Judges of the Senior Courts.
5. Ability to prepare digests and records of proceedings at sittings of the Senior Courts.
6. Ability to identify and analyze factual and legal issues relevant to the disposition of appeals.

7. Ability to formulate dispositions for consideration of the Chief Justice and Judges of the Senior Courts.
8. Effective oral and written communication skills.
9. The applicant should have sound working knowledge and training in Research Methods, Legal Research and Analysis, Rules of the Senior Courts, Protocol and IT applications for office operations.
10. The applicant should be called to the Bar in a Commonwealth Country or will be called to the Bar in a Commonwealth Country within a reasonable period after appointment.

C. QUALIFICATIONS AND EXPERIENCE

Applications should have the following qualifications:

1. A Bachelor's Degree in Law; and
2. A Legal Certificate or equivalent recognized qualification.

At least one (1) year of relevant prior working experience in a similar environment would be an asset.

D. REMUNERATION

Salary will be commensurate with qualifications.