



MAGISTRACY DEPARTMENT ATTORNEY GENERAL'S MINISTRY

VACANCY NOTICE

Suitably qualified applicants are invited to fill the position of:

SENIOR MAGISTRATE OF THE MAGISTRACY DEPARTMENT

Applicants for the position of Senior Magistrate:

- a. Qualified to practice as an Attorney-at-Law in a court in Belize 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
- b. Has been qualified for not less than five years to practice in such a court.
- c. must be in good health.
- d. 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 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 is 30th August 2025

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: Senior Magistrate

REPORTS TO: Chief Magistrate

A. DUTIES AND TASKS

1. **OVERSEES** and manages the operations of a designated judicial zone, including all magistrate courts and magistrates within the area, to ensure consistent and effective delivery of judicial services
2. **PRESIDES** over complex court proceedings for summary offences, small claims, civil and criminal infractions that are assigned to the Magistrate Court, including high-stakes hearings, conducting comprehensive research and providing legal opinions to foster equity and uniformity in the application of the relevant laws; to adjudicate all court matters.
3. **CONDUCTS** inquest into the cause of death, to establish reason for death when there is reason to think death may not be due to natural causes.
4. **HEARS** applications for search warrants, reviews evidence and legal arguments, and determines appropriate charges, if any. Administers court procedures and applies the Criminal Act and other relevant laws to ensure cases are handled justly and lawfully. Informs defendants of the charges and their legal rights and assesses and sets appropriate bail based on the severity of the offense.
5. **SWEARS** in witnesses, takes testimonies, examines witnesses, makes determination of facts, and draw conclusions from the law to adjudicate cases before the Magistrate Court.
6. **EXAMINES** and determines applications of the law on cases made by various departments, such as the Belize Tax Service Department, Fisheries Department, etc. and applications under various Acts such as the Domestic Violence Act, Family and Children's Act.
7. **CONDUCTS** preliminary inquiries into indictable charges and makes determination on whether matters should be committed to the Supreme Court for Continuance.
8. **ADJOURNS** cases as necessary, for reasons such as additional preparation time requested, medical emergencies, absence of witnesses, and the similar.
9. **PREPARES** notes of evidence, transcripts, orders of court, and reasons for decisions in a timely manner, appeals, memorandum of reasons for decisions, statistics, and reports for submission to the immediate supervisor as required; admits bail to persons charged with or committed to trial for any offence.
10. **RECORDS**, makes or imposes all convictions, orders, and sentences as he is authorised by relevant law and which may be enforced by fine, community service, imprisonment, to name a few.
11. **ENFORCES** the payment of fees imposed by warrant of distress or imprisonment and binds over persons to keep the peace and be of good behaviour.
12. **MANAGES** courtroom proceedings by monitoring activities, such as opening of case, listening to summary of allegation, calling of witness, acquittance of the case, administering of the verdict, closure and the similar, during court sessions to ensure that applicable rules and procedures are adhered to.
13. **COACHES** and mentors Junior Magistrates within their assigned jurisdiction to ensure effective knowledge transfer and standardization of practices and processes among staff, and to foster performance growth; organizes, facilitates, and participates in ongoing capacity-building training and workshops.

14. **SUPPORTS** the Chief Magistrate by recommending changes in internal processes and administrative matters
15. **ADVISES** the Chief Justice on requisite judicial and legal reform required to improve the efficiency of the Magistracy Department and on all financial matters such as budget, expenditure and procurement, to support the goals and objectives of a Ministry.
16. **PREPARES** appeals, statistical reports, and various other reports related to matters resolved by courts within the region in a timely manner. This includes performance reports on magistrates and administrative staff, as required by the Judicial and Legal Services Commission, the Public Service Commission, or other relevant authorities, along with any analytical data needed to evaluate the performance of individual magistrates, specific courts, or the magistracy as a whole.
17. **SETS** major job objectives for subordinates and appraises performance against same; develops and implements performance improvement plan for each subordinate.

B. SKILLS, KNOWLEDGE AND ABILITIES

The incumbent should possess:

1. Extensive knowledge of laws governing lower courts and related regulations.
2. Comprehensive understanding of court proceedings.
3. Specialized proficiency in computer applications
4. Ability to interpret and apply the Laws of Belize.
5. Impartiality and decisiveness in legal and administrative decisions.
6. Sound judgment and clarity in issuing directives.
7. Effective communication skills.

C. QUALIFICATIONS AND EXPERIENCE

Qualifications and skills must include the following:

1. A Bachelor of law Degree (LLB Degree) from a recognized institution.
2. A Legal Education Certificate recognized in Belize.
3. Five (5) years prior relevant working experience in a similar environment.
4. Must be qualified to practice as an attorney-at-law in a court in Belize or as an advocate in a court in any other part of the Commonwealth having unlimited jurisdiction, either in civil or criminal matters.

Applications, along with two references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary
 Judicial and Legal Services Commission
 Ground Floor, Sir. Edney Cain Building
 Belmopan City, Cayo District
 Belize, Central America
 Telephone number: 822-2204
 Application to reach no later than 30th August 2025.

NB: Applications may also be submitted via email to ceo@mps.gov.bz. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview. **Successful candidate must be prepared to serve in any part of Belize.**