


Ref #: A015	
 Government of Trinidad and Tobago <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: LEGAL OFFICER II	
JOB SUMMARY:	
The incumbent is required to perform professional legal work in a Ministry/Department. Duties include appearing in court, providing legal advice and opinions, and drafting legal documents on matters involving the Ministry/Department. Depending on assignment, the incumbent may be required to perform some or the full range of the duties of the position.	
REPORTS TO:	Senior Legal Officer or designated officer
SUPERVISION GIVEN TO:	NA
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ Represents the Ministry/Department in court and before tribunals. ▪ Advises on legal issues relating to the administration, interpretation and enforcement of laws relative to the Ministry's/Department's operations. ▪ Drafts complex legal documents including contracts, leases and agreements. ▪ Provides legal opinions and briefs in respect of complex legal issues. ▪ Prepares instructions for submission to state central legal agencies on legal matters involving the state. ▪ Performs court cases preparation work such as interviewing witnesses, taking depositions and preparing pre-trials briefs and draft pleadings for filing. ▪ Assists in planning, directing, coordinating and formulating legal policies and programmes of the Ministry/Department. ▪ Conducts research and analysis, and reports on legal matters pertinent to the Ministry's/Department's operation. ▪ Conducts or participates in negotiations/consultations with external/internal parties. ▪ Participates in or conducts the review of existing legislation, rules and regulations related to the Ministry/Department and recommends/drafts appropriate amendments. ▪ Represents the Ministry/Department on committees and meetings and other fora. ▪ Prepares Cabinet/Ministerial Notes, memoranda, letters and other documents on legal matters. ▪ Performs other duties as required. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> ▪ Considerable knowledge of the Laws of Trinidad and Tobago. ▪ Knowledge of legal principles and practices. ▪ Knowledge of the laws and regulations pertinent to the

	<ul style="list-style-type: none"> ▪ Ministry's/Department's operations. ▪ Knowledge of legal drafting principles and practices. ▪ Knowledge of legal research skills and techniques. ▪ Knowledge of the court procedures and practices and of rules of evidence.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> ▪ Proficiency in the use of Microsoft Office Suite. ▪ Skill in the use of personal computers. ▪ Skill in drafting legal documents/instruments. ▪ Skill in negotiation and mediation. ▪ Ability to use e-Government technology platforms. ▪ Ability to use the Internet for research purposes. ▪ Ability to analyse and interpret laws and legal issues. ▪ Ability to present and explain statements of fact and the law, and to argue clearly and logically, orally and in writing. ▪ Ability to maintain confidentiality. ▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.
MINIMUM EXPERIENCE AND TRAINING	
<ul style="list-style-type: none"> ▪ Minimum of four (4) years' experience as a practicing Attorney at law. ▪ Bachelor of Law Degree from a recognised institution. ▪ Legal Education Certificate or equivalent from a recognised institution. ▪ Admission to practice law in Trinidad and Tobago. 	