

**Personnel Department
Job Evaluation Exercise for the Judicial & Legal Service**

Job Description: State Counsel II, Treasury Solicitor's Department

JOB TITLE:	State Counsel II
MINISTRY/ DEPARTMENT:	Ministry of Finance Treasury Solicitor's Department
REPORTS TO (JOB TITLE):	Treasury Solicitor
SUPERVISES:	N/A
APPROVED BY:	
ISSUE DATE:	June 1 st , 2002

POSITION PURPOSE

Under direct supervision of higher-level attorneys in the Treasury Solicitor's Department, the incumbent is required to perform work with some autonomy and attend to complex matters to assist in advising and guiding the Minister of Finance and all Ministries/Departments of Government on the proper financial management standards to be used in the receipt, custody, payment or issue of public monies.

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MAJOR DUTIES & RESPONSIBILITIES

Advisory 35%

1. Advises and provides opinions on Laws and Regulations for the client to operate in accordance with the law and follow the proper procedure.

Legal Research 25%

1. Provides legal authorities based on research and to examine legal issues and apply the law to the facts to arrive at a conclusion which is communicated to the client.

Legal Work 15%

1. Comments on and makes / recommends amendments to draft legislation or to existing legislation
2. Prepares Cabinet notes and Briefs for the Minister to submit to Parliament certain Bills or requests Cabinet to agree to a proposal by researching and drafting the documents.
3. Examines Deeds, Leases, Agreements and other legal Documents to protect and ensure that the Ministry of Finance is not entering into or is a party to improper agreement or legal documents, or a party to agreements that are not in the best interest of the government.

Litigation 10%

1. Prepares documents for Court/ appears in Court to submit the required documents to institute or defend a matter in court by drafting affidavits, statements or claims and skeleton agreements.
2. Represents the Ministry on any matter instituted by or against the Ministry of Finance by appearing as an Advocate in the court.

Committees & Meetings 15%

1. Attends Conferences, Seminars and Consultations/Cabinet Appointed Committees to present and represent the views of the Treasury Solicitor and/ or the Ministry of Finance

Performs related duties as may be assigned

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SUPERVISORY RESPONSIBILITIES

N/A

ACCOUNTABILITY

Is accountable to the Treasury Solicitor for legal work

General Accountability – The incumbent is required to gain approval of supervisor before proceeding with the actions deemed necessary or advisable.

KEY CONTACTS

INTERNAL

All heads of Divisions in the Ministry of Finance - Advisory

i.e. Treasury, Co-ordination and Monitoring Unit, Insurance, Budget, Foreign Investments, Public Sector, Finance Management Unit, Customs and Excise, Inland Revenue, Central Statistical Office, Central Tenders Board, Investment, Personnel Department, Valuations and General Administration.

EXTERNAL

Attorney General and Legal Affairs specifically – Chief Parliamentary Counsel, Solicitor General, Chief State Solicitor and Law Commission - Consultative

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience: Five (5) years experience of a financial nature and / or working experience with a major taxation, insurance, company law or other subject of financial nature

Knowledge of the Laws of Trinidad & Tobago

Knowledge of the principles, methods, materials, practices and references utilized in legal research

Knowledge of court procedures and of the rules of evidence

Knowledge of legal principles, practices and proceedings

Knowledge of Government procedures and practices

Good advocacy skills

Good interpersonal skills

Good communication skills both written and oral

Good analytical and reasoning skills

Good negotiation skills

Good human relations skills

WORKING CONDITIONS & ENVIRONMENT:

Long working hours

Large volume of work