

**Opening Date:** 28 July 2022  
**Closing Date:** 11 August 2022  
**Location:** Tortola  
**Vacancy Notice No.** GG 11 of 2022  
**Job Classification:** Grade 7  
**Ministry/Department/Unit:** Office of the Director of Public Prosecutions  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary **\$24,485-\$26,762 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Case File Clerk

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide administrative support to the case file management unit by serving as a liaison to the courts, law firms and law enforcement agencies and providing support to Counsel.

### MAIN RESPONSIBILITIES

1. Ensure that case files received are accurately entered into the relevant database and brought to the attention of the Director.
2. Ensure that all vetting and advice forms between law enforcement agencies and the department are accurately processed in a timely manner.
3. Provide assistance with record keeping and the archiving of files.
4. Ensure that all court lists and relevant court documents are distributed to the appropriate Counsel and the necessary staff.
5. Maintain all court logs and calendars as directed by the Legal Office Administrator.
6. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Manage time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Extended work hours

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Criminal Justice, Political Science or Social Sciences
- Five (5) years working experience with a law firm or court office
- Typing speed 35-45 wpm
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound interpersonal and organizational skills
- Sound oral and written communication skills

### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary  
Deputy Governor's Office  
Road Town, Tortola VG 1110  
British Virgin Islands**

or by email: [hrcbvi@gov.vg](mailto:hrcbvi@gov.vg)

Applicants should submit the Employment Application (*available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)*); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (*available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)*). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*