

**Opening Date:** 24 January 2023  
**Closing Date:** 07 February 2023  
**Location:** Tortola  
**Vacancy Notice No.** GG 4 of 2023  
**Job Classification:** Grade 7  
**Ministry/Department/Unit:** Magistracy  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$24,485- \$26,762 per annum**. Salary will be commensurate with qualifications and experience.

# JOB VACANCY NOTICE

## Scopist

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will support the Magistrate's Court by performing scopist duties.

### MAIN RESPONSIBILITIES

1. Edit transcripts with Audio/Wave file and stenotype notes when required.
2. Generate/type all necessary correspondence, including reports, letters and brochures to support officers in performing their jobs appropriately.
3. Research cited cases at Magistrate's Court to support the Court's proceedings.
4. Track office supplies to ensure appropriate levels are available to provide a well-functioning work environment.
5. Assist Reporters in copying, editing, printing, binding, proofreading, billing and delivery of transcripts.
6. Liaise with Magistrates', Court Manager and DPP's Office with regard to transcript preparation and delivery to ensure an adequate and efficient coordination and flow of information.
7. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

### BEHAVIOURAL COMPETENCIES

1. Develops own skills to improve performance
2. Manages time to meet personal objectives
3. Gains the trust and support of line manager, colleagues and teams
4. Maintains a healthy, safe and productive work environment
5. Maintains work activities to meet requirements
6. Makes recommendations for the use of resources

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- High School Diploma or equivalent
- Certified Scopist Certificate from NCRA Accredited School
- One (1) year related experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of Court procedures and transcript production
- Sound knowledge of the use of standard office equipment and computer applications
- Good typing skills
- Sound knowledge of the use of Computer Aided Transcription (CAT) software
- Excellent oral and written communication skills, including proper spelling, punctuation, grammar of the English language and proof reading skills
- Sound interpersonal skills
- Ability to work well under pressure

### 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: [hrrbvi@gov.vg](mailto:hrrbvi@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.*