

# REDEPLOYMENT OPPORTUNITY



## INTERNAL REDEPLOYMENT NOTICE

### Court Clerk II



Opening Date:	11 <sup>th</sup> August, 2020
Closing Date:	25 <sup>th</sup> August, 2020
Location:	2 <sup>nd</sup> Floor, Sekal Place
Ministry/Department:	Magistrate's Court
Job Classification:	Administrative
Assignment Duration:	Full time; <b>6 Months Assignment</b>

#### Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop and utilize new skills,

#### RESPONSIBILITIES

1. Prepare Court lists for the Judges and Master and ensure necessary files listed for hearings are properly routed to Judges and Master to facilitate Court preparation.
2. Maintain an attendance register for jurors during sittings of the Court.
3. Attend Court sittings and prepare brief notes for each hearing to ensure preparation is adequate and records are kept.
4. Circulate Notices of Hearing to relevant attorneys to ensure timely preparation for hearings.
5. Update and input court files into JEMS to ensure information is recorded.
6. Handle Lawyer's queries and assist them with files to ensure all queries are responded to in a professional and timely manner.
7. Perform any other related duties as required by Supervisor or any other senior officer in order to contribute to effectiveness and efficiency of the Ministry/Department.

#### QUALIFICATIONS, SKILLS AND COMPETENCIES

- High School Diploma or equivalent
- Two (2) years' experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound organisational and time management skills
- Sound oral and written communication skills
- Sound interpersonal skills and the ability to work as a team player
- Ability to work well under pressure
- Ability to work with minimum supervision

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment

#### HOW TO APPLY:

Please complete the **job rotation application** and provide an up to date **resume**. All application packets must be submitted to the Deputy Governor's Office via email [dqohr@gov.vg](mailto:dqohr@gov.vg) AND the Department of Human Resources at the address provided below by the closing date.

**Director of Human Resources**

**Department of Human Resources**

**Simms Building, 2<sup>nd</sup> Floor**

**Road Town, Tortola VG 1110 British Virgin Islands** Or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)