

Opening Date: 14 November 2022
Closing Date: 28 November 2022
Location: Virgin Gorda
Vacancy Notice No. 107 of 2022
Job Classification: Grade 8
Ministry/Department/Unit: Magistracy
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$26,492-\$37,165 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Case Manager

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform court related case management duties in an efficient and competent manner to ensure a professional service is provided to the Magistracy and the public.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations.
2. Ensure a sound and professional operation of Court procedures, including:
 - a. List/Prepare Case Management, Magistracy and Criminal lists
 - b. Work with the Court Clerk to prepare the Court list
3. Maintain and manage the filing and document management systems to ensure accurate and well-organized document management, including:
 - a. Enter and retrieve all data and actions on the JEMS and prepare statistic reports as required
 - b. Keep track of files by updating the computerize Case Management System
 - c. File documents and retrieve Court files upon request
4. Ensure a professional customer service is provided by answering queries from the public in a timely and competent manner.
5. 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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's degree in Legal Studies or related area
- Three (3) years' experience in the Court system or related area
- Sound knowledge of Government structure, policies and procedures
- Expert knowledge of the Court system and the Judicial Enforcement Management System (JEMS)
- Sound knowledge of filing systems/records management and data entry
- Sound knowledge of the use of standard office equipment and computer applications
- Sound oral and written communication skills
- Sound interpersonal and organisational 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:

Public Service Commission
c/o Department of Human Resources
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrcbvi@gov.vg

Applicants should submit the Employment Application (available at: 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). 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.

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.