



# Government of Trinidad and Tobago

## JOB DESCRIPTION

### CONTRACTUAL POSITION

#### JOB TITLE: SENIOR ATTORNEY

#### JOB SUMMARY:

The Senior Attorney is required to provide legal support to the Manager, Tenure Regularisation Unit (TRU) by advising on a broad range of legal issues including litigation matters, matters pertaining to Act 25 of 1998, compensation claims, investigations by government authorities, employment disputes, and such other duties and responsibilities as may be assigned by the Manager, TRU.

#### REPORTS TO:

Manager, Tenure Regularisation Unit and Chief Executive Officer

#### SUPERVISION GIVEN TO:

Junior Legal Officers and other support staff

#### DUTIES AND RESPONSIBILITIES:

- Provides legal research and prepares opinions on matters arising out of the work of the Agency
- Processes all applications for regularisation
- Causes field investigations to be done
- Reviews and interprets Title Reports/Searches, etc.
- Instructs and supervises Title Clerks and Conveyancing Officers, Investigating Officers
- Attends to legal matters referred by other Units
- Provides advice to relevant agencies and members of the public
- Advises applicants and members of the public on legal matters, and responds to public enquires, complaints and requests
- Instructs and supervises Authorized Officers and Investigating Officers
- Performs other related duties with respect to the post of Attorney-at-Law or as assigned by the Manager TRU, e.g., attending Court, taking notes, etc.
- Liaises and consults with managers on all technical, human resource, operational matters as they arise routinely and on matters of Law
- Interfaces with personnel from the Ministry of Housing & Urban Development and other Agencies on matters relating to the LSA

#### KNOWLEDGE, SKILLS AND ABILITIES

<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Considerable knowledge of the Laws of Trinidad and Tobago</li> <li>▪ Considerable knowledge of legal principles, practices and procedures</li> <li>▪ Considerable knowledge of the laws and regulations related to the Ministry/Department's operations</li> <li>▪ Considerable knowledge of legal drafting principles and methods</li> <li>▪ Considerable knowledge of legal research methods and techniques</li> <li>▪ Considerable knowledge of the court procedures and practices and of rules of evidence</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Proficiency in the use of Microsoft Office Suite</li> <li>▪ Skill in the use of personal computers</li> <li>▪ Skill in drafting legal documents/instruments</li> <li>▪ Skill in negotiation, mediation and arbitration</li> <li>▪ Ability to use e-Government technology platforms</li> <li>▪ Ability to use the internet for research purposes</li> <li>▪ Ability to supervise legal officers performing professional legal work.</li> <li>▪ Ability to analyse and interpret laws and regulations</li> <li>▪ Ability to present and explain statement of facts and the law, and to argue clearly and logically, orally and in writing</li> <li>▪ Ability to maintain confidentiality</li> <li>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public</li> <li>▪ Ability to prepare comprehensive reports</li> <li>▪ Ability to work independently with minimal supervision</li> <li>▪ Ability to supervise staff</li> <li>▪ Ability to establish and maintain effective working relationships with associates</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ Training as evidenced by possession of a Legal Education Certificate and Bachelor of Law Degree</li> <li>▪ Admitted to practice as an Attorney-at-Law with at least eight (8) years experience in Conveyancing, Contract, Property and Company law</li> <li>▪ Experience in the Public Sector will be an asset</li> <li>▪ High degree of organization, with the ability to work in a challenging environment with strict deadlines</li> </ul>	