



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

PARALEGAL OFFICER (PLG/LS 4) - VACANT **LEGAL SERVICES BRANCH**

SALARY SCALE: \$938,118.00 – \$1,115,128.00

JOB PURPOSE:

Under the general direction of the Senior Assistant Attorney General, the Paralegal Officer is responsible for providing administrative and legal support to legal officers responsible for creating and maintaining support systems and processes that assist the Legal Officers' work.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Assist in the preparation of legal documents, under the guidance of the Legal Officers;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Legal Officers, where necessary;
- Assist in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Researches, gathers and analyzes research data inclusive of legislation, statutes, legal articles and relevant documents for review by the Legal Officers;
- Liaises on an ongoing basis with key stakeholders, i.e. Attorneys and other parties, in facilitating the review or development of legal documents.
- Maintains the files and records in a confidential, secure, and reliable manner by established records management principles to ensure expeditious retrieval of files
- Keeps and monitors Legal Volumes to ensure that Law Library is up-to-date;
- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops, and conferences as required;
- Prepares reports and programme documents as required
- Processes general inquiries and requests as directed;
- Performs all other related duties and functions as may be required from time to time.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Training or qualification in Legal or Paralegal Studies;
- Minimum Five (5) CSEC/CXC subjects including English Language;
- Three (3) years' experience in a law office or legal environment.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Basic knowledge of the English Legal System, including Commercial, Criminal and Civil Proceedings;
- Good Knowledge of conveyancing practices;
- Good knowledge of drafting legal documents;
- Good knowledge of legal research and methods;
- Working knowledge of GOJ operations and of public sector issues;
- Working knowledge of relevant computer systems and their applications.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast-paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars, and meetings.

Interested persons should forward their applications and resume **NO LATER THAN Friday, September 2, 2022**, to the:

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Paralegal Officer (PLG/LS 4)

Please note that we thank all for responding but only shortlisted applicants will be contacted.