

**Opening Date:** 2 December 2016  
**Closing Date:** 16 December 2016  
**Location:** Tortola  
**Vacancy Notice No.:** GG/11/2016  
**Job Classification:** Grade 03  
**Ministry/Department/Unit:** Commercial Court  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$18,367 - \$27,471.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Court Clerk

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will perform court related clerical duties to ensure a professional customer service is provided.

### MAIN 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.

### BEHAVIOURAL COMPETENCIES

1. Plan own time effectively
2. Observe departmental standards for own conduct
3. Manage own work
4. Ensure own actions reduce risk to health and safety
5. Contribute to the effective use of resources
6. Communicate clearly and effectively

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Courtroom environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- 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 under pressure
- Ability to work with minimum supervision

### HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Permanent Secretary (Acting)**  
**Deputy Governor's Office**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [www.hrdpvi@gov.vg](mailto:www.hrdpvi@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.

*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.*