



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB ADVERTISEMENT

Applications are being invited from suitably qualified officers to fill the **vacant** post of **Paralegal Officer (PLG/LS 4 – Pay Band 5)** within the Legal Services Division of this Ministry, salary range \$2,190,302 - \$2,945,712 per annum.

Job Purpose

The Paralegal Officer is responsible for offering administrative and legal support to legal officers with responsibility for urban renewal, environment, climate change, and central administration portfolios within the Ministry. Under the guidance of the Crown Counsel, the officer establishes and maintains support systems and procedures, ensuring smooth operation of legal activities.

Key Responsibilities

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Division;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents, as required.

Technical/Professional:

- Assists in the preparation of legal documents, under the guidance of the Crown Counsel;
- Liaises with external clients to track the progress of legal documents to ensure timely completion;
- Ensures retention schedules for legal documents/files are strictly adhered to;
- Conducts research into legislation and other sources of law as directed;
- Meets with walk-in clients and assist in providing updates on their matters before escalating;
- Assists in organizing meetings to review and discuss legal documents;
- Assists in collating documents in preparation for legal hearings and consultations;
- Provides information to stakeholders and other parties subject to maintaining confidentiality and/or upon the instructions of the Crown Counsels where necessary;
- Liaises with other Ministries, Departments and Agencies, as required;
- Processes general inquiries and requests, as directed;
- Maintains the files and records in a confidential, secure and reliable manner in accordance with established records management principles to ensure expeditious retrieval of files.

Required Knowledge, Skills and Competencies

- Basic knowledge of the Jamaican Legal System, including Commercial, Criminal and Civil Proceedings;
- 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;
- Excellent interpersonal and team management skills;
- Excellent communication skills;
- Strong analytical and problem-solving skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Proficiency in the use of relevant computer applications.

Minimum Required Education and Experience

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

Applications accompanied by résumés should be submitted **no later than October 17, 2024, to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.