



Magistracy Department Attorney General's Ministry

1 Treasury Lane, Belize City · Telephone: (501) 227-4587 or 227-6262

VACANCY NOTICE

Suitably qualified persons are invited to submit applications to fill the position of:

CHIEF MAGISTRATE

The Chief Magistrate is responsible for the lower judiciary, both administratively and legally, throughout the country of Belize.

Applicants must:

- be in possession of Bachelor's in Law (LLB)
- be in possession of Continuing Legal Education (CLE)

Salary: Pay Scale 25 (LLB and CLE)

\$47,624 x 1,644 - \$78,860

Age Limit: 21-50

Experience: 5 Years in Supervisory/Management level

10 Years in the Legal field

Analysis of the position:

- Adjudicate criminal, civil, family, and preliminary inquiries.
- Serves as Coroner and Revising officer.
- Financial Manager for all positions that fall under the Magistracy Department countrywide
- Manage the Vote/Financial Matters of the Magistracy Department.
- Prepare Memorandum of Reasons for Decisions in a timely manner.
- Attends conferences, workshops, and training in relation to capacity building of the Magistracy.
- Assists with the training needs of the department as required.
- Prepares appeals as required.
- Perform duties as the Accounting Officer for the Magistracy Department.
- Prepares statistics and reports as required.
- Must be computer literate with word processing proficiency.
- Is accountable to the Chief Justice, Solicitor General and the Judicial and Legal Services Commission.

Interested persons are asked to apply in writing to:

**The Secretary
Judicial and Legal Services Commission
Treasury Lane
P.O. Box 399
Belize City
Belize**

Deadline for receipt of applications: February 24, 2023

Please Note: Only suitable qualified applicants will be acknowledged.