



CARIBBEAN COURT OF JUSTICE

JOB DESCRIPTION

ADMINISTRATIVE OFFICER (JUDICIAL) (ON CONTRACT)

GENERAL INFORMATION

Division: Registry and Communications

Department: Registry

Unit: Registry

Reports to: Administrative Coordinator (Judicial)

Supervises: N/A

Job Code:

Range/Band: 5

Date Job Description Written: Feb. 2025

JOB SUMMARY

The Administrative Officer (Judicial) provides comprehensive administrative and judicial support to the Judge, ensuring the efficient operation of the Judge's Chambers and Court activities. This role involves management of the day-to-day activities in the Judge's chambers, managing all documents within the Judge's chambers, judgment formatting, maintaining physical and electronic filing systems, coordinating the Judge's calendar, and overseeing communication, both internal and external. The officer is responsible for preparing and formatting speeches, reports, and presentations, drafting correspondence, and handling confidential legal materials with precision and discretion. Additionally, the position includes organising and facilitating meetings, events, and travel arrangements, both locally and internationally. The Administrative Officer (Judicial) collaborates with various stakeholders, including Registry, Corporate Management, Communications and Protocol, Finance, Library, Facilities and Security Departments and other external agencies, ensuring the smooth execution of court functions and adherence to policies. The role also requires managing budgets, reconciling expenses, and providing logistical support for specialised Court initiatives and events.

DUTIES AND RESPONSIBILITIES

1. Researches and verifies quoted materials to ensure accuracy, adhering to CCJ Online Law Reporting and other relevant systems, while maintaining strict confidentiality.
2. Reviews typewritten materials for accuracy, including legal citations, and ensures compliance with Court policies.
3. Gathers, compiles, and prepares sensitive and confidential documents by collaborating with Registry and Library staff, as well as Judicial Counsel, to source legal citations, case law, precedents, and publications.
4. Researches and contributes to the writing of content for the Court's Annual Report, following prescribed formatting guidelines.

5. Develops and maintains effective physical and electronic filing systems, updating minute sheets, and ensuring the organisation and security of files, including records disposal.
6. Creates physical and electronic case files using CURIA Attaché software, ensuring all relevant documents are available for the Judge's review, and coordinates with Judicial Counsel to include hearing notes and other necessary case documents.
7. Prepares drafts, and formats speeches, reports, papers, and other documents from written/audio sources.
8. Creates presentations to accompany speeches, reports, and other papers delivered by the Judge, as required.
9. Supports Judges and the Registry by compiling and collating performance data monthly, inputting information into relevant Management Action Plans (MAPs) to update progress, ensure on-time delivery, and meet performance metrics.
10. Organizes the Judge's personal library by cataloging binders, folders, and books with supporting documentation for quick and easy retrieval.
11. Coordinates the Judge's official and personal calendars (electronic and diary), issuing reminders as appropriate.
12. Manages and prioritises the Judge's incoming and outgoing communications, including telephone calls, mail, and emails.
13. Acknowledges, responds to, and provides feedback on invitations, meeting requests, and ongoing matters, taking necessary follow-up actions.
14. Drafts memoranda, letters, and emails as directed or independently, and inputs individual performance data into the Individual Work Plan in MS Planner and hardcopy.
15. Proactively and efficiently handles administrative tasks, including preparing monthly expenditure reports (VAT, telephone, internet) using budgetary formulas in accordance with Court accounting policies; ensuring the Judge's subscriptions are current; preparing and submitting insurance claim forms for the Judge and dependents, and following up with HR for reimbursements; reconciling insurance claims; and submitting lists of outstanding claims to the HR Department.
16. Liaises with the Facilities & Asset Management Unit to maintain the cleanliness and organisation of the Judge's chambers, ensure the availability of necessary supplies, and report any issues.
17. Assigns and oversees tasks for the Judge's Aide to ensure all outstanding matters are addressed promptly.
18. Collaborates with the Judge to organize meetings and events, including booking venues, arranging refreshments, and coordinating with IT for necessary equipment setup.
19. Assists in planning and executing specialist meetings and conferences for organizations such as the CCJ Academy for Law, CAJO, CAWJ, TTAWJ, and IAWJ. This includes preparing documents, managing logistics, coordinating travel arrangements, and liaising with participants and speakers.
20. Provides administrative, procurement, and budgetary assistance to internationally based affiliates.
21. Records and distributes approved meeting minutes, agendas, and related documents.
22. Communicates with local, regional, and international agencies or visitors to the Judge and Court as directed, and assist with protocol duties when required.
23. Works with Security & Logistics and Court Protocol staff to ensure proper protocol courtesies and parking arrangements for the Judge's guests and visitors.
24. Plans and coordinates the Judges' Monthly Luncheon, including menu selection, liaising with caterers, preparing the Judges' Common Room, and ensuring the room is restored to its original state post-meeting. For off-site luncheons, coordinates with restaurant management regarding menu, private room facilities, parking, and guest reception.
25. Supports the Judge in activities related to various committees and associations, such as the, CCJ Moot, Judicial Internship, Asset Disposal Committee, Code of Conduct, Judges' Panels, CAWJ, ICC, CCJ Academy for Law, CAJO, and APEX.

26. Assists in the planning, organisation, and execution of projects and Court events, ensuring deadlines are met and priorities are managed effectively.
27. Works with the designated officer to organise the Judge's business and personal travel, ensuring accurate arrangements for flights, accommodations, foreign exchange, and local transportation.
28. Compiles and maintains travel records and vouchers for the Judge as required.
29. Supports Judges and their spouses with tasks such as booking flights, arranging accommodations, and preparing application forms for passports, visas, permanent residency, and citizenship, including follow-up with Court protocol on these matters.
30. Provides assistance to retired CCJ Judges as authorised by the Court.
31. Undertakes other related duties as assigned from time to time.

REQUIRED QUALIFICATIONS, EXPERIENCE, SKILLS AND COMPETENCIES

Qualifications:

- Diploma/Certificate in Administrative Professional Office Management, offering specialized training in office administration or a related/equivalent field.
- Diploma in Paralegal Studies from a recognized institution.
- Diploma/Certificate in Court Protocol.

Knowledge:

- In-depth knowledge of legal terminology, court procedures, and court protocol, facilitating accurate preparation and handling of legal documents and interactions within the judicial environment.
- In-depth knowledge of management principles, practices, methods, and techniques, supporting effective oversight of administrative functions and resources.
- In-depth knowledge of administrative and secretarial practices, including document management, correspondence handling, scheduling and filing.
- Sound knowledge of protocol and diplomat courtesies when liaising with national, regional and international organisations, officials and visitors.
- Sound knowledge of information technology systems, including document management software, Microsoft Office Suite and database management to efficiently handle digital and electronic records.
- Working knowledge of research methods and data collection techniques, aiding in the efficient gathering and analysis of information pertinent to judicial and administrative tasks.
- Knowledge of the CARICOM region and its court structure, providing context for regional legal frameworks and judicial processes.

Experience:

- A minimum of six (6) years relevant experience in an office administrative or secretarial role working in a judicial/legal setting.

Skills:

- Ability to maintain confidentiality, upholding strict confidentiality in all matters, ensuring sensitive information is protected and handled appropriately with integrity and discretion.
- Sound skills in the use of computer systems proficiently, possessing advanced computer literacy with high proficiency in the Microsoft Office Suite and internet search engines, and the ability to learn new software applications relevant to court operations.

- Sound verbal and written communication skills to interact professionally with staff, management and external stakeholders.
- Ability to manage multiple priorities, deadlines, and administrative tasks efficiently in a fast-paced environment.
- Ability to pay attention to detail, exhibiting strong attention to detail, ensuring accuracy and quality in all outputs, including legal documents, reports, and correspondence.
- Ability to manage records effectively, creating and maintaining accurate and organised records, facilitating efficient retrieval and management of information.
- Sound time management skills with the ability to prioritise multiple tasks and meet deadlines.
- Excellent organisational skills, ensuring efficient document management and workflow processes.
- Ability to maintain comprehensive records and produce reports with accuracy and professionalism
- Strong problem-solving abilities, with the capacity to anticipate challenges and implement effective solutions.
- Ability to work effectively in multicultural and international environments, particularly when coordinating with diplomatic and governmental entities.
- Ability to establish and maintain effective working relationships with Court personnel, Public Service employees, and members of the Public.

Competencies:

- **Professionalism:** Project a favorable and professional image at all times, promoting respect for the judges and the court, and ensuring that all actions reflect the highest standards of professional conduct.
- **Initiative:** Demonstrate the ability to use initiative appropriately on the job, identifying opportunities for improvement and proactively addressing challenges to enhance efficiency and effectiveness.
- **Adaptability:** Exhibit the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity, adjusting approaches as necessary to accommodate different cultural contexts and expectations.
- **Confidentiality:** Maintain the highest level of confidentiality at all times, ensuring that sensitive information is safeguarded and only shared with authorised individuals as necessary.
- **Attention to Detail:** Apply meticulous attention to detail in all tasks, ensuring that all documents, communications, and records are accurate, error-free, and comply with established standards and protocols.
- **Time Management:** Meets deadlines efficiently by managing workloads and prioritising urgent tasks appropriately.

AUTHORITY TO ACT

The Administrative Officer (Judicial) operates under the supervision of the Administrative Coordinator (Judicial), who assigns responsibilities and oversees performance. Within this framework, the Administrative Officer (Judicial) exercises a degree of autonomy in managing daily tasks, such as formatting assigned final judgments, conducting legal research, and organising case files. While adhering to established court policies and procedures, the role requires independent judgment to ensure accuracy, confidentiality, and compliance in all outputs. Decisions impacting broader court operations or deviating

from standard protocols are escalated to the Administrative Coordinator or appropriate judicial authorities for guidance and approval.

CRITICAL THINKING AND COMPLEXITY OF DECISION-MAKING

The role demands a high level of critical thinking and complex decision-making skills. The Administrative Officer (Judicial) must analyse and interpret legal documents, verify the accuracy of cited materials, and ensure all documentation aligns with court standards. This involves assessing the relevance and credibility of legal sources, identifying discrepancies, and resolving issues that may arise during the preparation of judicial documents. Additionally, the position requires the ability to prioritise tasks effectively, especially when managing multiple cases or administrative duties simultaneously. The Administrative Officer (Judicial) must anticipate potential challenges, develop proactive solutions, and adapt to the dynamic needs of the judicial environment, all while maintaining the highest standards of professionalism and confidentiality.

REPORTING RELATIONSHIPS (INDIRECT)

Reports to (Indirect): Deputy Registrar

LIAISES WITH

- Judges
- Registrar and Deputy Registrar & Chief Marshal
- Senior Manager Corporate Administration
- Security & Logistics Manager
- Chief Protocol & Communications Officer
- Staff of the Registry & Library Units, Judicial Counsels
- IT Unit
- HR Department
- RJLSC
- Judge's Aide
- Sub Registries
- Local, regional and international agencies

LEVEL OF IMPACT

The Administrative Officer (Judicial) plays a pivotal role in the judicial process by ensuring that all administrative aspects are handled proficiently. Their meticulous management of case files, accuracy in document preparation, and effective coordination of communications directly influence the Judge's ability to make informed decisions. By maintaining organised records and facilitating seamless operations within the chambers, the Administrative Officer (Judicial) contributes significantly to the overall efficiency and integrity of the court's proceedings. Their role ensures that judicial processes are conducted smoothly, thereby upholding the court's reputation for excellence and reliability.

WORKING ENVIRONMENT

Intrinsic Environment

- Confidential Risk

Physical Environment

- Office Based Setting
- Courtroom Presence
- Ergonomic Risks
- Screen Time Exposure

Psychological Environment

- High-Pressure Situations
- Emotional Resilience
- Demand for Precision

SALARY BAND: 5

BASE SALARY: US\$2,434.68 (Free of Tax)