



SERVICE COMMISSIONS DEPARTMENT ADVERTISEMENT OF VACANCY

**Court Executive Administrator (Group J3A),
Judiciary**

Applications are invited from suitably qualified persons for appointment to the office of Court Executive Administrator (Group J3A), Judiciary.

The incumbent directs and coordinates the administrative and support operations and activities of the Judiciary and provides related policy advice to the Chief Justice.

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications:

LLB and an LEC – Legal Education Certificate

Admission to practice Law in Trinidad and Tobago

*Recognized qualification in Court Management and Administration of Judicial
Administration*

Minimum Experience:

- *An Attorney-at-Law of a minimum of ten (10) years standing. Recognized qualification in Court Management and Administration of Judicial Administration and extensive expertise in the workings of the Court as would have been gained by working in a similar court system in a senior capacity such as Chief Magistrate, Registrar or another senior capacity or any other combination of experience and training*
- *Extensive knowledge of principles and practices of modern court and judicial management and administration*
- *Extensive knowledge of the laws, regulations and procedures governing the operations of the Judiciary*

- *Extensive knowledge of the practices and rules of procedures relating to the conduct of the courts*
- *Extensive knowledge of organizational and management practices as applied to the analysis and evaluation of public sector programmes, policies and operational needs as they relate either directly or indirectly to the courts*
- *Extensive knowledge of the Court Performance Standards*
- *Extensive knowledge of Financial and Public Service Regulations*
- *Considerable knowledge of court development and management trends*
- *Knowledge of relevant computer applications and operating system relevant to job functions*
- *Knowledge of the principles of court records managements*
- *Knowledge of research and analysis techniques, methods and procedures*

SKILLS:

- *Excellent interpersonal skills*
- *Excellent analytical and reasoning skills*
- *Excellent negotiating skills*
- *Excellent leadership skills*
- *Diplomacy required in the conduct of duties*

SALARY:

Group J3A: \$28, 720 per month

A copy of the Job Specification for the office can be accessed [HERE](#).

Interested persons **MUST** submit their applications **ONLINE ONLY**, on or before but no later than 28th March, 2024 till 4.15 pm local time.

Relevant documents **MUST** be scanned and uploaded with **ALL** the online applications as stipulated on the **INSTRUCTIONS TO APPLICANTS** [HERE](#)

For further details, the Advertisement can be accessed on the Service Commissions Department's website www.scd.org.tt

Persons who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Advertisement.

CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATIONS:
28th March, 2024.

SHOULD YOU NEGLECT TO UPLOAD/PROVIDE COPIES OF YOUR RELEVANT DOCUMENTS AND EVIDENCE OF YOUR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE JUDICIAL AND LEGAL SERVICE COMMISSION WILL BE UNABLE TO DETERMINE YOUR ELIGIBILITY FOR THE OFFICE AND YOU WILL BE DEEMED UNSUITABLE.

EXPERIENCE AND TRAINING RELEVANT TO THE OFFICE SHOULD BE CLEARLY STATED TO DETERMINE APPLICANT'S ELIGIBILITY

