

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Crown Counsel IV, Crown Prosecution Service, Ministry of Justice, Saint Lucia.**

JOB DESCRIPTION

JOB TITLE	:	Crown Counsel IV
REPORTS TO	:	Director of Public Prosecutions
SUPERVISES	:	Crown Counsel I, II, III
CLASSIFICATION	:	GRADE 18

A. RELATIONSHIP AND RESPONSIBILITIES

1. To represent the Crown in prosecuting complex and serious criminal offences in the Magisterial Courts, High Courts and the Court of Appeal and rendering legal advice on criminal matters to the Police and other Government agencies, to provide competent representation on behalf of the State in the presentation of matters before the Court.
2. To manage assigned staff and resources to ensure work programmes are implemented in accordance with legislative and operational requirements and established labour practices.
3. Responds to the Deputy Director of Public Prosecutions and liaises with the Police, District Court Office, Registry of the Supreme Court, Forensic Lab, Public Hospitals and the Eastern Caribbean Supreme Court on matters relating to work in progress.

B. DUTIES AND TASKS

1. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance including identifying training needs and gaps to ensure effective performance management.
2. Prepares for trial by conducting witness interviews, preparing trial bundles, liaising with investigating officers relative to exhibits in their custody and responding to pretrial applications by the defense to enable compliance with Court issued deadlines.

3.

3. Represents the Crown at sufficiency hearings by preparing submissions in accordance with legal thresholds, responding to objections and making oral submissions to satisfy the Court that there is enough evidence to stand trial.
4. Prepares indictments by reviewing Criminal Case Files, ensuring witnesses are listed and the correct charges are preferred for approval by the Director of Public Prosecutions, to enable filing prior to the arraignment date, in compliance with the Criminal Procedure Rules.
5. Reviews Criminal Case Files by perusing witness statements, ensuring proper procedure has been followed, assessing cogency of evidence and items exhibited to the file, to ensure sufficiency of evidence.
6. Engages in jury selection by challenging or approving jurors randomly selected from the jury pool assembled by the High Court for the selection of a jury of Saint Lucians.
7. Prepares sentencing submissions by applying the facts of the case to the sentencing guidelines issued by the Eastern Caribbean Supreme Court, perusing the presentence reports and Criminal Records of the defendants to ensure consistency and fairness in the sentences imposed by the Court.
8. Responds to appeals by defendants by filing relevant Court documents and appearing at Court of Appeal sittings to present submission to the Court on behalf of the state.
9. Consults with law enforcement officers, by providing legal advice in the investigation of ongoing cases to provide guidance on charges to be laid.
10. Undertakes legal research by perusing domestic and foreign legislation and case law to respond to legal issues that arise, in an effort to prepare comprehensive submissions and assist the Courts in arriving at fair decisions.
11. Assists with the review of bills and proposed amendments to legislation through research, interpreting and scrutinizing existing laws and consultation with stakeholders to provide legal opinions.
12. Collaborates with the Financial Investigations Authority in the application and management of restraint orders, by examining and reviewing evidence proffered by investigating officers, preparing applications, reviewing affidavits, perusing exhibits and drafting

orders for restraining assets and advocating before the Courts for the forfeiture of assets of person, criminal organization and terrorist group.

13. Prepares status reports on the work programme of the Unit, in accordance with Standard Operating Procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
14. Represents the Department on committees, conferences and meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
15. Performs any other job-related duties as may be assigned.

C. CONDITIONS

1. Congenial accommodation is provided within a general administrative office.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, departmental guidelines, standard operating procedures, Estimates of Expenditure and Revenue, Finance (Administration) Act and supporting regulations.
3. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in Public and Case Law
6. Required to demonstrate political acuity.
7. May be exposed to possible volatile situations in the conduct of duties.
8. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
9. Required to be punctual and present for work, meetings and other official appointments and activities.

10. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
11. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.
12. May be required to travel regionally and internationally in the conduct of duties.
13. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. EVALUATION METHOD

1. Demonstrated knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws relating to insolvency, The Civil Code, Code of civil procedures, Execution of Judgements, Criminal Code, Criminal Procedure Rules, Customs (Control and Management) Act and other relevant regulations and policy documents.
2. Demonstrated application of job knowledge and/or technical expertise relevant to the job.
3. Demonstrated problem-solving and decision-making skills
4. Demonstrated interpersonal skills and consistently demonstrates emotional intelligence.
5. Demonstrated negotiation and mediation skills.
6. Demonstrated oral and written communication, listening and presentation skills.
7. Demonstrated knowledge of, and ability to interpret and apply legal principles and practices and Court procedures.
8. Demonstrated knowledge of the structure of the Public Service and ability to interpret and apply its administrative policies and procedures.
9. Demonstrated leadership and management skills with the ability to inspire and motivate employees.
10. Demonstrated computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes.

11. Demonstrated ability to conduct legal research, analyze and interpret laws and regulations.
12. Demonstrated ability to present and explain statements of fact and the law.
13. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
14. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
15. Demonstrated ability to exercise initiative and judgment in the execution of duties.
16. Demonstrated ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
17. Demonstrated analytical and conceptualization skills.
18. Demonstrated ability to complete assignments and tasks as defined by performance targets.
19. Demonstrated ability to remain current on practices and developments in legal knowledge and developments
20. Demonstrated ability to prepare and submit reports that meet established standards.
21. Intellectually acute, visionary and innovative.
22. Ability to adapt to organisational change.

E. SKILLS, KNOWLEDGE AND ABILITIES

1. Expert knowledge of, and ability to interpret and apply the Constitution of Saint Lucia, Laws relating to insolvency, The Civil Code, Code of civil procedures, Execution of Judgements, Criminal Code, Criminal Procedure Rules, Customs (Control and Management) Act and other relevant regulations and policy documents.
2. Advance knowledge of legal principles and court procedures and practices.
3. Expert problem-solving and decision-making skills

4. Expert interpersonal skills and consistently demonstrates emotional intelligence.
5. Expert negotiation and mediation skills.
6. Expert oral and written communication, listening and presentation skills.
7. Advanced knowledge of, and ability to interpret and apply legal principles and practices and Court procedures.
8. Intermediate knowledge of the structure of the Public Service and ability to interpret and apply its administrative policies and procedures.
9. Intermediate leadership and management skills with the ability to inspire and motivate employees.
10. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets, presentation programmes.
11. Ability to conduct legal research, analyze and interpret laws and regulations.
12. Ability to present and explain statements of fact and the law.
13. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
14. Ability to manage time, meet deadlines and remain calm under pressure.
15. Ability to exercise initiative and judgment in the execution of duties.
16. Ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
17. Intellectually acute, visionary and innovative.
18. Ability to adapt to organizational change.

F. QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Law plus a Legal Education Certificate plus three (3) years' experience in a post at Grade 15 or above

OR

2. Bachelor's degree plus Post Graduate Diploma in Law plus a Legal Education Certificate plus three (3) years' experience in a post at grade 15 or above.

G. SALARY AND ALLOWANCES

- Tax free salary at the rate of eighty- nine thousand, eight dollars and sixty-eight cents (\$89,008.68) (Grade18, step I) per annum.
- Travel Allowance at the rate of seven thousand, six hundred and twenty dollars (\$7,620.00) per annum. (Officer must own and maintain a vehicle in order to receive this allowance).
- Legal Officer's Allowance at the rate of eighteen thousand dollars (\$18,000.00) per annum.
- Telephone Allowance at the rate of two hundred and ninety-one dollars (\$291.00) per annum.
- Twenty-three (23) days of vacation leave per annum.
- Twenty-five percent (25%) gratuity of basic salary (not including allowances) will be paid on satisfactory completion of the contract.

Application Cover letter, along with **two written references** and **certified copies** of documents pertaining to qualifications, should be addressed to:

The Secretary
Judicial and Legal Services Commission
2nd Floor, Heraldine Rock Building
The Waterfront
Castries
Saint Lucia, W.I.

To reach her no later than **Monday, 25th August 2025.**

NB: Applications may also be submitted via email to jisc@eccourts.org. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.