

**Personnel Department
Job Evaluation Exercise for the Judicial and Legal Service**

Job Description: Assistant Registrar and Deputy Marshal of the Supreme Court

JOB TITLE:	Assistant Registrar and Deputy Marshal of the Supreme Court
MINISTRY/ DEPARTMENT:	Judiciary-Supreme Court of Judicature
REPORTS TO (JOB TITLE):	Registrar of the Supreme Court
SUPERVISES:	Registry Staff
APPROVED BY:	
ISSUE DATE:	June 1, 2002

POSITION PURPOSE:

The incumbent is required to adjudicate on a variety of applications made by a party to litigation before and after the trial of an action and exercises in relation to such applications the same powers as a Judge in chambers. The incumbent is also required to supervise members of staff in the performance of their respective functions

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MAJOR DUTIES & RESPONSIBILITIES:

Judicial

45%

1. Adjudicates on pre-trial applications including:
 - Applications for extension of time to file and serve pleadings
 - Applications for leave to amend pleadings
 - Summonses for directions
 - Applications for leave to sign final judgments by consent or confessions
 - Applications for the entering of judgments by consent or confession
 - Applications by moneylenders or assignees for leave to enter judgment by default
2. Adjudicates on post-trial applications including:
 - Taxation of Bills of Costs (i.e. determining or fixing the amount recoverable as costs)
 - Applications for various types of executions/enforcement of Judgment e.g. Writs of possession, Writs of delivery, Attachment of debts, Judgment Summonses
 - Applications for payment of money out of Court
3. Adjudicates on miscellaneous applications:
 - Applications to extend time for re-registration of Mortgage Bills of Sale
 - Applications for leave to admit to probate a copy of a will where original cannot be found
 - Applications to remove a caveat in probate proceedings
4. Draws up and signs all orders made by the Court of Appeal and by the High Court in matrimonial matters and approves and signs all other orders made by the High Court.
5. Arrests ships in Admiralty matters pursuant to orders of the Court.
6. Conducts auctions pursuant to orders of the Court and after levy.
7. Checks and executes deeds in accordance with Court orders
8. `Arrests absconding debtors pursuant to orders made under the Absconding Debtors Act

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MAJOR DUTIES & RESPONSIBILITIES (Continued)

9. Performs certain functions under the Workmen's Compensation Act e.g. records agreements for compensation between employers and workers; Takes evidence in Court from injured workmen in contested claims; makes referrals to medical referees for assessment of disability of injured workmen when required

Legal – Criminal Matters * **35%**

1. Approves the issue of subpoenas
2. Prepares and signs Warrants of Commitment for prisoners to be taken to prison after conviction and sentence and remand warrants for accused persons to be taken to prison
3. Prepares Jury Lists, issues Juror Summonses and conducts selection of Jury by lot in Court
4. Ensures the isolation and security of jurors when sequestered by Court or considering verdict

Legal – Matrimonial Matters *

1. Prepares and signs orders of the Court, decrees nisi, decrees absolute
2. Prepares the Lists for hearing of matters in the Matrimonial Courts
3. Certifies for the purpose of service copies of divorce petitions have been filed
4. Prepares Registrar's Certificate certifying that the contents of divorce petitions have been proved in order to facilitate speedy disposition by the Court

Legal – Probate Matters *

1. Receives and keeps wills in safe custody and opens them on the death of the testator

Administrative Duties **20%**

1. Supervises members of staff of the various Registries in the performance of their duties
2. Advises staff on law and practice in relation to matters filed in Court

Performs other related duties that may be required

NOTE: The Assistant Registrar in Tobago, when no Judge is in Tobago, has similar powers to those of a Judge in hearing and granting urgent applications

** These functions collectively account for 35% of the Officer's time.*

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SUPERVISORY RESPONSIBILITIES:

Supervises the following personnel (25 -190)

Clerks in all the Registries: Civil, Probate, Criminal, Matrimonial Registry, Court of Appeal.

Marshal's Assistants

Cashiers and Accounts Clerks.

Typists and Stenographers

Vault Attendants

Messengers and Ushers

ACCOUNTABILITY:

Receives instructions from the Registrar and sometimes directly from the Honourable Chief Justice

Is accountable to the Registrar and ultimately to the Chief Justice

KEY CONTACTS:

INTERNAL

Judges- in relation to listing of matters before the Courts; arranging for the hearing of ex-parte applications; providing protocol duties when in Tobago

Registry Staff – including clerks, typists, IT personnel, Marshals' Assistants, Accounts personnel, Security Officers, CAT Reporters, Messengers, Court Ushers- all in relation to the day-to-day functioning of the Courts

Area Court Managers (in San Fernando and Tobago) – in relation to the maintenance of the Court buildings and equipment and with respect to housing for Judge or Registrar in Tobago

Court Executive Administrator- regarding staff arrangements and the general administration of the Department

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KEY CONTACTS (Continued)

EXTERNAL

Attorneys-at-Law: Receiving and responding to enquiries

Financial Institutions: Opening and closing of accounts at various banks, Credit Unions and the Unit Trust Corporation in the name of the Registrar as Trustee in a variety of matters as ordered by the Court

Law Officers at the Attorney General's Department, Solicitor General's Department and Chief State Solicitor's Department in relation to civil claims filed by or against the State

Director of Public Prosecutions in relation to criminal matters before the High Court

Officials at the St Anns Mental Hospital in relation to accused persons remanded to the said institution by the Court for evaluation and report

Commissioner of Police and other police officers in relation to the service of indictments, subpoenas and other documents on accused persons and the execution of Bench Warrants

Commissioner of Prisons and other Prisons Officers in relation to the custody of accused persons

Members of the public: Receiving complaints and enquiries and responding appropriately. Approving persons as bailors and signing bail bonds

REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS:

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum Experience: Two to three (2-3) years as a practicing Attorney-at-Law

Considerable knowledge in civil and criminal procedure; probate practice and a

Considerable knowledge of Admiralty procedure

Considerable knowledge of the Rules of the Supreme Court, the Matrimonial Causes Rules, the Court of Appeal Rules and the Privy Council Rules

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS (Continued)

Considerable advocacy skills

Considerable analytical and reasoning skills

Considerable interpersonal skills

Considerable computer skills

Considerable Communication skills- written and oral

WORKING CONDITIONS & ENVIRONMENT:

Must be able to work under stressful conditions. This job entails tremendous volume of work and extremely long hours.