

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

Job Description: Senior State Counsel, DPP

JOB TITLE:	Senior State Counsel
MINISTRY/ DEPARTMENT:	Office of the Attorney General & Ministry of Legal Affairs Department of Public Prosecutions
REPORTS TO (JOB TITLE):	Director of Public Prosecutions, Deputy Director of Public Prosecutions, Assistant Director of Public Prosecutions Counsel
SUPERVISES:	State Counsel IIIs, IIs & Is Legal Officers
APPROVED BY	
ISSUE DATE:	June 1 st , 2002

POSITION PURPOSE

Under direct supervision of the Assistant Director of Public Prosecutions in the Criminal Law Department, the incumbent performs advanced and complex legal work and limited supervisory duties over junior legal officers. The incumbent is required to represent the State in a more complex range of Criminal proceedings in the Magisterial matters, appearing as Junior Counsel in Criminal and Magisterial Appeals, and conducting prosecutions in the Assize Courts.

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MAJOR DUTIES & RESPONSIBILITIES

Pre-trial Preparation (15%)

1. Attends conferences in preparation for complex criminal matters involving multiple counts, multiple accused and complex issues in law
2. Carries out legal research in respect of all complex criminal matters
3. Prepares summaries, drafts complex indictments and vets simple indictments
4. Fixes Cause List which involves careful analysis of each Prosecution breach and determining the readiness for trial
5. Peruses witnesses statements for trial purposes
6. Ensures the availability of witnesses for trial purposes

Litigation (60%)

1. Represents the Director of Public Prosecutions in complex criminal matters involving multiple counts, multiple accused and complex issues in the High Court
2. Attends complex interlocutory proceedings in the High Court in criminal matters
3. Prepares all interlocutory matters in each Criminal trial e.g. disclosure of documents, applications to admit fresh evidence, applications to use depositions of absent witnesses

Advisory (20%)

1. Drafts and settles affidavits in respect of preliminary proceedings e.g. abuse applications
2. Provides advice to a Judge in Chambers in respect of complex criminal matters
3. Provides advice on evidence to Police in matters of some complexity
4. Writes opinions in respect of complex criminal matters

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MAJOR DUTIES & RESPONSIBILITIES (Continued)

Management /Administrative (5%)

1. Supervises junior legal staff
2. *In the absence of seniors, the incumbent*
 - *Supervises administrative staff*
 - *Attends to administrative e.g. sick leave applications, office problems etc*
3. *Attends to members of the public who visit the office for advice*
4. *Responds to letters from members of the public*

Performs related duties that may be required

The text in bold italics relates to duties done only in the South Office

SUPERVISORY RESPONSIBILITIES

(Applies to the South Office)

Direct – State Counsel III, State Counsel II, State Counsel I,

Indirect - Legal Officer (1), Secretarial Staff (2), Indictment Officer (1)

Training Responsibility- involves advice, information and guidance on specialized matters, involves authority only in the absence of Senior Staff. Gives instructions in regard to procedures

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ACCOUNTABILITY

Is accountable to Director of Public Prosecutions for legal work done

General Responsibility – The incumbent is required to gain approval of the supervisor before proceeding with actions deemed necessary or advisable

KEY CONTACTS

INTERNAL

Director of Public Prosecutions -consultative

Deputy Director of Public Prosecutions -consultative

Assistant Director of Public Prosecutions -consultative

All State Counsels-consultative

Registrars from the registry -consultative

Indictment Staff- consultative

Administrative Staff -consultative

EXTERNAL

Assistant Commissioner of Police- Crime

Other Police Officers and Heads of Divisions- Crime

Police Complainants- Reports concerning Police Officers

Judges to discuss administrative matters i.e. listing of cases for trial and pre-trial issues

(This is always done in the presence of Defense Counsel)

Defense Attorneys to discuss pre-trial issues

Witnesses- pre-trial conferences and depositions before trial

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience: Five (5) years experience Criminal law

Considerable experience in managing legal and administrative personnel

Thorough working knowledge of the Laws of Trinidad & Tobago

Thorough knowledge of Government procedures and practices

Thorough knowledge of the principles and techniques of trial advocacy

Thorough knowledge of court procedures and of the rules of evidence

Thorough knowledge of legal principles, practices and proceedings

Considerable advocacy skills

Considerable interpersonal skills

Considerable communication skills both written and oral

Considerable management and supervisory skills

Considerable analytical and reasoning skills

Considerable negotiation skills

Considerable human relations skills

Considerable computer skills

WORKING CONDITIONS & ENVIRONMENT:

Long working hours

Large volume of work

Required to attend Court throughout Trinidad & Tobago

Safety precautions may be necessary