



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT **VACANCY NOTICE**

JOB TITLE: ASSISTANT CLERK
MINISTRY: JUDICIARY
DEPARTMENT: CORONER'S/MAGISTRATE/SUPREME COURT
LOCATION: PROVIDENCIALES (This job is based in Providenciales but at the discretion of TCI Public Service may be relocated to another part of the TCI).

JOB SUMMARY

The Assistant Clerk is responsible to assist the Clerk of Courts to protect the integrity of the public records and public funds and the Clerk receives, manages and possesses all court documents, collects and disburses all court fees, fines and costs. The Assistant Clerk provides support to the Clerk of Courts to enable the Court to fulfil all its functions.

KEY DUTIES AND RESPONSIBILITIES

1. Prepare calendars of cases to be called.
2. Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, and payment of fines.
3. Prepare documents recording the outcomes of court proceedings.
4. Instruct parties about timing of court appearances.
5. Search files, and contact witnesses, attorneys and litigants in order to obtain information for the court.
6. Explain procedures or forms to parties in cases or to the general public.
7. Process all civil and criminal cases,
8. Assist self-represented litigants with completing paperwork required to file Civil actions
File, secure, and dispose of all evidence before the court
9. Adhere to all Public Service codes, rules and regulations
10. Perform other related tasks as assigned by the Clerk of Courts
11. Answer Court correspondence from attorneys and the public
12. Prepares documents relating to the processing of appeals.

MINIMUM EXPERIENCE AND QUALIFICATIONS:

- An Associate's Degree in Business Administration or similar field
- A minimum of three (3) years' experience in administration or in the legal field.
- Knowledge of English Grammar, Punctuation and Spelling Effective Communication in English Language.

RENUMERATION PACKAGE





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Salary: Grade 5 \$38,691.00 per annum

Application Procedure:

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.
Applications without supporting documents will not be processed.**

BELONGERS NEED ONLY APPLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

