



# Government of Trinidad and Tobago

## JOB DESCRIPTION

### CONTRACTUAL POSITION

#### JOB TITLE: LEGAL RESEARCH OFFICER

#### JOB SUMMARY:

The incumbent is required to perform work involving the conduct of research related to the laws and legal issues pertinent to the operations of the Ministry/Department. Duties include preparing legal documents and developing and maintaining a repository of documents on legal matters. Dependent on assignment, the incumbent may be required to perform the full range or some of the duties listed.

#### REPORTS TO:

Head, Legal Services Division or other designated officer.

#### SUPERVISION GIVEN TO:

N/A

#### DUTIES AND RESPONSIBILITIES:

- Conducts research on legal issues relating to the Ministry's/Department's operations and prepares written opinions, working papers and reports thereon.
- Undertakes extensive review of legal documents, instruments and other material identifies issues and proposes amendments.
- Prepares briefs and preliminary drafts of legislative legal material pertaining to the Ministry's/Department's portfolio.
- Develops and maintains an up to date repository of laws, judgments, contract precedents and other related material pertinent to the Ministry's/Department's operations.
- Contributes to the review and formulation of recommendations to amend legislation pertinent to the Ministry/Department.
- Assists in the drafting of Cabinet/Ministerial Notes on legal matters.
- Assists in the drafting of legal documents such as contracts, agreements, opinion and briefs; and prepares memoranda, letters and other documents.
- Represents the Ministry/Department on committees and at meetings, conferences and workshops.
- Liaises with other divisions and external agencies regarding the work of the Division.
- Copies and collates relevant documents.
- Performs other duties as assigned.

#### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:

- Considerable knowledge of legal research principles and techniques.
- Knowledge of the Laws of Trinidad and Tobago.
- Knowledge of the laws and regulations pertinent to the Ministry's/Department's operations.

<p><b>SKILLS AND ABILITIES:</b></p>	<ul style="list-style-type: none"> <li>▪ Knowledge of legal drafting principles and practices.</li> <li>▪ Knowledge of the court procedures of Trinidad and Tobago.</li> <li>▪ Proficiency in the use of Microsoft Office Suite.</li> <li>▪ Skill in the use of personal computers.</li> <li>▪ Ability to use e-Government technology platforms.</li> <li>▪ Ability to use the internet for research purposes.</li> <li>▪ Ability to conduct legal research work of varying complexity.</li> <li>▪ Ability to analyse and interpret law and legal issues.</li> <li>▪ Ability to present and explain statements of fact and the law orally and in writing.</li> <li>▪ Ability to maintain confidentiality.</li> <li>▪ Ability to establish and maintain effective working relationships with fellow employees and members of the public.</li> </ul>
<p><b>MINIMUM EXPERIENCE AND TRAINING</b></p>	
<ul style="list-style-type: none"> <li>▪ Minimum of two (2) years' experience in legal research.</li> <li>▪ Bachelor of Law Degree from a recognized institution.</li> </ul>	