Department:
Legislature

Post:
Deputy Clerk

Salary:

Effective Date:
17th December, 1981

Qualifications:
1. Normally by promotion from the grade of Clerk Assistant.
2. In the absence of a suitable officer, by selection from among:
   (i) officers in the Administrative Class;
   and
   (ii) public officers possessing a degree in law or alternative professional legal qualifications acceptable to the Public Service Commission.

Candidates should:
(a) be familiar with the provisions of the Constitution and with Erskine May and the Standing Orders and Rules of the Legislative Assembly;
(b) have a knowledge of Parliamentary practice and procedures;
(c) possess a sound knowledge of modern English usage, both written and spoken.

Duties:
1. Generally to assist effectively the Clerk of the Legislative Assembly in the discharge of his duties which include:
   (i) managing, organising and directing the Legislative Assembly’s Office;
   (ii) advising the Speaker and other Members of the Assembly in regard to Parliamentary practice and procedures;
   (iii) scrutinising Parliamentary Questions and Notices with a view to seeing whether they are in order and submitting to the Speaker any doubtful case;
(iv) seeing that Parliamentary Questions are properly drafted so as to be clear and in correct English and that they are addressed as far as possible to the right Minister;

(v) examining petitions;

(vi) preparing the Order Paper and the Minutes of Proceedings of the Assembly and of its Committees;

(vii) responsibility for the preparation and publication of the Debates;

(viii) responsibility for the printing and publication of Bills and Acts.

2. To be Secretary of Select Committees of the Assembly.

3. To help in —
   a. parliamentary research work; and
   b. the work of Parliamentary Associations such as the Commonwealth Parliamentary Association, the Association Internationale des Parlementaires de Langue Française, and the Union of African Parliaments.

4. To perform such cognate duties as may be assigned.