

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Attorney-General's Office
- Post:** Principal Legal Assistant
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1250 – 31,250 (12 48 60)
- Effective Date:** 18 December 2008
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Legal Assistant who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (a) administrative and organising abilities; and
  - (b) good communication and interpersonal skills.
- Duties:**
1. To assist the Registrar (Legal Assistant Cadre) in the administrative duties of the Law Revision Unit.
  2. To take charge of all files referred concerning pensions of ex-Government officers referred by the Treasury.
  3. To be responsible for –
    - (a) cases referred by the Supreme Court, the Judges in Chambers and the Master and Registrar concerning conclusions of "Ministère Public" in cases of adoption, sale of minors' property, custody, "déclaration d'absence" and division in kind in view of preparation of conclusions to be filed before the Court; and
    - (b) police reports, Probation Service reports and Psychologist reports and, in that respect, liaise with the Police, the Director, Valuation and Real Estate Consultancy Services, the Probation Service and Ministries/Departments.
  4. To prepare motion papers and affidavits for proceedings before the Supreme Court, the Judges in Chambers and the District Courts.
  5. To prepare Plaint with Summons and other court proceedings (Civil and Criminal) under the supervision of State Attorneys and Counsel.
  6. To prepare bills of costs and notices of taxation.

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**CERTIFIED CORRECT**

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*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 18 DEC 2008 .....

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7. To be responsible for all proceedings before the Master's Court.
8. To take charge of correspondence concerning all court cases (Civil and Criminal).
9. To prepare and initiate proceedings in all Assize cases and, in this respect, have writs of subpoenas issued, briefs for the Judges, Counsel and jurors prepared.
10. To be responsible for all appeals emanating from the District Courts and the Intermediate Court in both Civil and Criminal cases and for the filing of notices of appeals.
11. To give practical training to Trainee Legal Assistants and Legal Assistants.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Principal Legal Assistants in the roles ascribed to them.



**CERTIFIED CORRECT**

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*[Signature]*  
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*for Senior Chief Executive  
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