

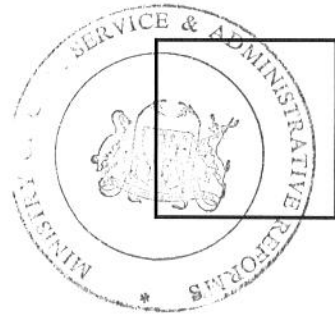
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Attorney-General's Office
- Post:** Senior Legal Assistant
- Salary:** Rs 17,200 x 600 – 23,200 x 800 – 27,200 (12 41 56)
- Effective Date:** 18 December 2008
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Legal Assistant who -
- (a) reckon at least four years' service in a substantive capacity in the grade;
  - (b) have passed a written qualifying examination conducted by the Public Service Commission designed to assess their knowledge of legal duties;
  - (c) possess good analytical and drafting skills; and
  - (d) possess good communication and interpersonal skills.
- Duties:**
- 1. To prepare plaints in cases of recovery of revenue due to Government, warrants to levy and tenements.
  - 2. To summon witnesses in court cases, as and when required.
  - 3. To liaise with the Police and Ministries/Departments for their comments and for relevant files in the preparation of claims and/or defence.
  - 4. To keep track of court cases at the District Courts, the Intermediate Court and the Industrial Court.
  - 5. To take charge of applications for –
    - (a) tardy declarations of births and deaths; and
    - (b) reconstitution and rectification of Civil Status Acts and preparation of the necessary conclusion sheets after enquiry by the Police and/or the Probation Service for onward transmission to Magistrates.
  - 6. To assist the Curator of Vacant Estates in –
    - (a) preparing applications for vesting orders and monitoring the collection of judges' orders, rules, etc; and
    - (b) cases of guardianship where administration of property is subject to the control of the Curator of Vacant Estates.

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**CERTIFIED CORRECT**

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*Dees*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
**18 DEC 2008**  
Date.....



**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
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**In the Registry of the Office of the Director of Public Prosecutions**

7. To process applications for Certificates of Morality delivered by the Director of Public Prosecutions.
8. To prepare briefs in Criminal and Civil cases at the Intermediate Court level.
9. To prepare notices for publication in the newspapers and in the Gazette in drug related cases.
10. To monitor the completion of files after judicial enquiries and preliminary enquiries in cases of murder, manslaughter and other related offences.
11. To prepare Assize briefs.

**In the Law Revision Unit**

12. (a) To do simple drafting.  
(b) To check the preparation of yearly index of laws.

**Under the supervision of the Registrar**

13. To take charge of all appeals emanating from the District Courts and the Intermediate Court in both Criminal and Civil cases.
14. To supervise and guide junior officers working under his responsibility.
15. To participate in the training of officers in the Legal Assistant Cadre.
16. 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 Senior Legal Assistants in the roles ascribed to them.



**CERTIFIED CORRECT**

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*Paul*  
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*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*

Date.....18...DEL...2008.....