

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

- Department:** Attorney-General's Office
- Post:** Chief Legal Assistant
- Salary:** Rs 24,800 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 37,500 (12 53 65)
- Effective Date:** 18 December 2008
- Qualifications:** By selection from among officers in the grade of Principal Legal Assistant who reckon at least two years' service in a substantive capacity in the grade and who possess -
- (i) managerial capability; and
  - (ii) leadership skills.
- Duties:**
1. To assist the Registrar (Legal Assistant Cadre) in the administrative duties of the Law Revision Unit.
  2. To prepare answers to petitions and to queries from members of the public.
  3. To liaise with Ministries, Attorneys, Notaries and Barristers in connection with complaints made against the legal profession and/or Ministries.
  4. To assist the Registrar (Legal Assistant Cadre) in making replies to Parliamentary Questions and to Audit Queries.
  5. To prepare records for -
    - (a) appeals from the Supreme Court to the Court of Criminal or Civil Appeal or from the decisions of the Judges in Chambers, the Master and Registrar and the Judge in Bankruptcy; and
    - (b) appeals to the Judicial Committee of the Privy Council.
  6. To be responsible for all files referred concerning pensions of ex-Government officers referred by the Treasury.

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

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7. To be responsible for –
  - (a) cases referred by the Supreme Court 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.
8. To prepare motion papers and affidavits for proceedings before the Supreme Court, the Judges in Chambers and the District Courts.
9. To prepare Plaint with Summons and other court proceedings (Civil and Criminal) under the supervision of State Attorneys and Counsel.
10. To prepare bills of costs and notices of taxation.
11. To be responsible for all proceedings before the Master’s Court.
12. To take charge of correspondence concerning all court cases (Civil and Criminal).
13. 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.
14. To supervise the processing of 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.
15. To assist in devising appropriate courses and in giving practical training to Trainee Legal Assistants and Legal Assistants.
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 Chief Legal Assistants in the roles ascribed to them.



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