

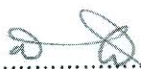
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** The Judiciary
- Post:** Principal Court Officer
- Salary:** Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 (12 058 074)
- Effective Date:** 20 May 2016
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Court Officer who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (i) a Diploma in Legal Studies and Court Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) good organising and supervisory skills.
- Duties:**
1. To be responsible to the Chief Court Officer/Court Manager or any other officer designated by the Judge in Bankruptcy and Master and Registrar for the following –
 - (i) to assist the Chief Court Officer/Court Manager in the discharge of his duties;
 - (ii) to receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants;
 - (iii) to act as Registrar in civil and criminal cases and in any division of the Supreme Court;
 - (iv) to prepare minutes of Court proceedings, process appeals and take charge of court records, as and when required;
 - (v) to prepare and issue writs, subpoenas, rules, orders, signing judgements and similar processes;
 - (vi) to tax processes and documents;

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

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- (vii) to prepare Cause Lists and daily rolls;
 - (viii) to draw up memoranda regarding deposit of wills, "Ordres", distributions of sale price and renunciations;
 - (ix) to ensure the proper handling and safeguarding of evidence and file management and keep control of exhibits produced in Court;
 - (x) to assist the trustee/official assignee/Receiver under the Insolvency Act/Companies Act in the performance of his duties;
 - (xi) to act as secretary to Judges;
 - (xii) to act as general interpreter for English, French and Creole;
 - (xiii) to operate digital recording equipment;
 - (xiv) to provide secretarial services to Boards and Committees;
 - (xv) to prepare documents on court procedures for the information of the general public; and
 - (xvi) to supervise and train junior staff.
2. To use ICT in the performance of his duties.
3. 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 the Principal Court Officer in the roles ascribed to him.



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