

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Senior Court Officer
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (12 050 070)
- Effective Date:** 04 May 2017
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Court Officer who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) have sound knowledge of the Courts Act, Intermediate and District Court (Civil and Criminal Jurisdiction) Act, Rules of Court, Judicial and Legal Provisions Act, Civil Procedure Act, Criminal Procedure Act, Industrial Court Act and Rules and Regulations made in these enactments; and
 - (ii) possess organising and supervisory skills.

NOTE

Senior Court Officers will be required to follow successfully an approved course leading to a diploma in Legal Studies and Court Administration from a recognised institution to be eligible for consideration for promotion as Principal Court Officer.

- 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 duties –
 - (i) to act as Registrar in criminal and civil cases before any Division of the Supreme Court or before any subordinate court and in judicial or preliminary enquiries before any District Court;
 - (ii) to receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants;
 - (iii) to prepare minutes of Court proceedings, process appeals and take charge of court records, as and when required;
 - (iv) to prepare and issue writs, subpoenas, rules, orders, signing judgements and similar processes;

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

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- (v) to tax processes and documents;
 - (vi) to prepare Cause Lists and daily rolls;
 - (vii) to draw up memoranda regarding deposit of wills, "Ordres", distributions of sale price and renunciations;
 - (viii) to ensure the proper handling and safeguarding of evidence and file management and keep control of exhibits produced in Court;
 - (ix) to assist the trustee/official assignee/ Receiver under the Insolvency Act/ Companies Act in the performance of his duties;
 - (x) to act as Secretary to Judges;
 - (xi) to act as general interpreter for English, French and Creole;
 - (xii) to operate digital recording equipment; and
 - (xiii) to provide secretarial services to Boards and Committees.
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 Senior Court Officer in the roles ascribed to him.



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