

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Director of Public Prosecutions
- Post:** Legal Support Officer/Senior Legal Support Officer
- Salary:** Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (12 035 072)
- Effective Date:** 15 April 2019
- Qualifications:**
- A. A diploma in Legal Studies or a diploma in Legal Studies and Court Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To be responsible for the management of case files.
  2. To assist officers in the State Counsel and the State Attorney Cadres in the delivery of Legal Services.
  3. To open, organise case files and maintain documents and process ongoing information, update files, and monitor the registration of documents for production in Courts, including affidavits used in court process.
  4. To scan and file court documents electronically and maintain electronic filing databases and process case file on line.
  5. To compose routine letters and memoranda, and screen and prepare responses to complaints and requests.
  6. To perform basic legal research and keep an up-to-date index of judgments and legislations.
  7. To act as secretary, as and when required and to take notes during meetings.
  8. To maintain Counsel/Attorney calendar for court appearance, and record and monitor court appearances dates and pleadings.
  9. To deposit and retrieve process of court at the Registries of the Supreme Court, the Intermediate Court, the Industrial Court and District Court at the Usher's Office.

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CERTIFIED CORRECT

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*D. Gowry*  
D. Gowry (Mrs)  
for Secretary for Public Service

15 April 2019  
Date.....

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10. To attend Court session when requested with State Counsel with a view to counsel the latter regarding brief and filing of documents.
11. To arrange for the swearing of affidavits by members of the Police Force before the Chief Registrar of the Supreme Court.
12. To process applications for bails and authority to assist prosecution.
13. To process applications for Temporary waiving of Departure.
14. To assist in the preparation and processing of brief of all cases and cases before the Judicial Committee of the Privy Council.
15. To sort, open, log and distribute incoming mails to staff and to attach incoming correspondence to case file and related materials needed for action.
16. To liaise with overseas agents for cases including the Privy Council.
17. To use ICT in the performance of his duties.
18. 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 Legal Support Officer/Senior Legal Support Officer in the roles ascribed to him.



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*D. Gowry*  
D. Gowry (Mrs)  
*for Secretary for Public Service*

15 April 2019  
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