

Government of Gibraltar



6 CONVENT PLACE

OFFICIAL NOTICE

VACANCY FOR COURT CLERK (MAGISTRATES AND JUSTICES) JUSTICE MINISTRY

Applications are invited for the post of Court Clerk in the Ministry for Justice from suitability qualified persons who by virtue of their citizenship are entitled to take up employment in Gibraltar.

Candidates must be qualified Barristers or Solicitors entitled to practice in Gibraltar with recent legal practice experience.

The successful candidate will initially be deployed in the Magistrates' Court, Coroner's Court and the Juvenile and Family Court. The main duties of the post entail the tendering to the Court of any advice required on all questions of law, practice and procedure; the range of penalties available and possible sentencing options; any relevant decisions of the superior courts or other guidelines; the appropriate decision making structure to be applied in any given case and any other issues relevant to the matter before the court. In addition, the Court Clerk will also be responsible for assessing legal aid fees payable, ensuring the collection of fees and payment of Maintenance Orders etc, and the preparation of Committal Records and Appeals. The Court Clerk shall be required to keep an accurate note of the proceedings and evidence during all hearings in court, to assist the court.

The post will initially be on contract terms for one year with an option for renewal and carries a salary in the scale ranging from £28,270 to £55,015.

A statement of Particulars containing full details of the qualifications and other requirements together with a job and person specification can be obtained from the Human Resources Manager. Further particulars of the duties of the post may be obtained from the Stipendiary Magistrate.

Application forms may be obtained from the Human Resources Department, 83-86 Harbours Walk, New Harbours, Rosia Road, Gibraltar (Tel No. 20051685), email: humanresources@gibraltar.gov.gi) Applications must be handed in or received by the Human Resources Manager, not later than 1.00 pm on Friday 6 November 2009.