



STATEMENT OF PARTICULARS

LEGAL ASSISTANT

ATTORNEY GENERAL'S CHAMBERS

Qualifications: The Legal Assistant must have qualified as a Barrister and either have been called to the Bar in Gibraltar or eligible to be called to the Bar.

Some knowledge of civil litigation, civil and public law matters and relevant legislation is an advantage.

Job Profile: The successful applicant will be given exposure during their time in Chambers to a varied legal diet including criminal work, in both the Magistrates' Court and the Supreme Court, public law, general civil litigation, advocacy before tribunals and advisory work to Government departments.

Specifications of the Role:

The role will include the following, inter alia:

- Assist the Senior Crown Counsel and/or Crown Counsels in criminal or civil cases in the Supreme Court and Court of Appeal.

After a period of appropriate training:-

- Review, prepare and prosecute criminal cases in the Magistrates' Court of Gibraltar.
- Advise the Royal Gibraltar Police, HM Customs and other prosecuting authorities on pre-charging decisions, bail, evidence, legislation and procedures.
- To form part of a Magistrates' Court roster dealing with the Court's daily list.
- Provide legal advice, guidance and assistance to the management of Government Departments, Public Authorities and Agencies.

**Person
Specification:**

The Legal Assistant must:

- Demonstrate strong intellectual ability.
- Approach and analyse a wide range of problems.
- Demonstrate the ability to develop advocacy skills.
- Must have good oral and written skills.
- Be able to prioritise work, and to work under pressure.
- Display initiative.
- Deal with the general public in an appropriate manner at all times.
- Be able to work as part of a team, approach and analyse a wide range of problems.

It is preferable that the successful applicant should be:

- Bilingual in English and Spanish
- Computer literate.

Salary:

The salary scale for the post is
£23,427; £26,168.