

The Judiciary of the Republic of Trinidad and Tobago invites applications for the following contract position for a period of two (2) years:

Court Archivist and Records Manager

The Job:

This officer reports to the Court Executive Administrator and is responsible for the oversight of archives and records management for the Judiciary of the Republic of Trinidad and Tobago.

Key Duties and Responsibilities:

- Responsible for the implementation of the Records Management Plan of the Judiciary
- Develops and maintains the archival and records management programs of the Judiciary of Trinidad and Tobago
- Establishes a Judiciary Archive to preserve and organize historical court records.
- Identifies and arranges for the organization, preservation and assessment of historical records in the Judiciary.
- Develops guidelines for core records management principles within the Judiciary and articulates the benefits of implementing these principles for all court information regardless of format.
- Initiates and implements routine review and revision of all Records Retention and Disposition Schedules and policies.
- Monitors the implementation of Vital Records and Disaster Plans for records preservation and continuity of key operations in the event of an emergency or disaster.
- Assesses and evaluates records management requirements from a legal, organizational, historical and administrative perspective.
- Improves the awareness of the value of court records in the delivery of justice in Trinidad and Tobago.
- Works closely with technology personnel to assure all court systems include records management elements in daily operations.
- Oversees the smooth implementation and effectiveness of systems for archives and records storage centers.
- Functions as an effective management team member to facilitate the timely delivery of justice in the courts of Trinidad and Tobago.
- Oversees the records storage facilities of the courts and establishes efficient operational systems in these locations.
- Incorporates automated records handling systems into daily operations and assures that these systems integrate with Case Management Systems.
- Responds to inquiries and provides information and technical assistance to courts and administrative offices on the proper maintenance of records in a variety of formats for the preservation of records and the provision of access, as required.

- Justifies and recommends budgetary items pertaining to the management and preservation of records including equipment, personnel and supplies.
- Prepares reports and analyses of the importance of records and information management practices on workload efficiency, statistics and court case management.

Knowledge, Skills and Abilities:

- Extensive knowledge of archival principles and practices.
- Sound knowledge of archival reference techniques and tools.
- Strong knowledge of ethics and the archival profession.
- Knowledge of environmental and pest monitoring principles and techniques.
- Knowledge of archival court collections, protection practices and procedures.
- Thorough knowledge of modern records management practices, issues and principles.
- Knowledge of court operations.
- Knowledge of the Laws of the Republic of Trinidad and Tobago as they pertain to the retention and disposition of court records.
- Ability to arrange and describe court collections according to professional practices and standards.
- Ability to create and implement standard operating procedures for archival collection, storage protection, house keeping and disaster prevention and recovery.
- Ability to work with all levels of staff and the public with tact and diplomacy.
- Ability to establish and maintain good relationships with all court personnel, the legal profession and the public.
- Strong ability to perceive and analyze problems, plan and develop alternatives and effect innovative solutions.
- Ability to design and conduct on going records and information management training programs for all employees of the Judiciary.
- Ability to multi task effectively.
- Excellent management skills, including the ability to lead and motivate people.
- Strong IT skills.

Minimum Training and Experience:

A Masters Degree in Archives and Records Management or a Masters Degree in Library and Information Sciences, Business Administration or Judicial Administration with formal archival training or education and /or demonstrated knowledge of archival theory and practice, records management education or experience. A minimum of five (5) years experience at a managerial level in an archival or records management environment. Preference will be given to applicants with legal or court records knowledge and experience.

Submission of Applications:

Applications together with a Resume should be submitted no later than **4.00 p.m.** on **January 30, 2009** to:

The Court Executive Administrator
Hall of Justice
Knox Street,
Port of Spain

Terms and Conditions of Employment will be determined by the Chief Personnel Officer, Personnel Department.

Unsuitable applications will not be acknowledged.