

Who can apply to become a Judicial Research Assistant

All suitably qualified citizens of Trinidad and Tobago and Commonwealth Caribbean residents can apply.

How does one apply?

Applications should include a Curriculum Vitae, three(3) letters of reference, one of which should be from a law tutor or lecturer, copies of certificates and grade slips, and a legal research paper of no more than one thousand words.

Applications should be placed in an envelope labelled JUDICIAL RESEARCH ASSISTANT, and include current telephone contact numbers, cellular as well as a land line. Applications should be forwarded to:

*The Judicial Research Assistant Management Committee,
Judiciary of Trinidad and Tobago,
Hall of Justice,
Knox Street,
Port of Spain.*

How does a non-national employed in the Programme apply for a Work Permit?

By the Immigration (Caribbean Community Skilled Nationals) Act, No. 26 of 1996, skilled nationals of qualifying CARICOM countries are allowed to work in Trinidad and Tobago. Under this legislation a Skills Certificate may be issued to nationals of qualifying Caribbean Community countries if that person is the holder of a degree of the University of the West Indies, the University of Technology in Jamaica, or the University of Guyana.

For additional information call the CARICOM Section of the Ministry at (868) 623 4116, or the Office of the Caribbean Single Market and Economy (CSME) at (868) 623-6894 or visit Office's website at www.csmett.com

The Qualifying Countries are:

- Anguilla
- Barbados
- Dominica
- Guyana
- Monsterrat
- St. Lucia
- Suriname
- Antigua and Barbuda
- Belize
- Grenada
- Jamaica
- St. Kitts and Nevis
- St. Vincent and the Grenadines
- Trinidad and Tobago

Where can I get more information?

Application forms for the CARICOM Skills Certificate may be obtained from the Ministry of Foreign Affairs of Trinidad and Tobago located at Level 10-14, Tower C, Waterfront Complex, 1A Wrightson Road, Port of Spain. It should be noted when applying, the prospective applicant will be required to provide original documentation.

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Court Protocol & Information Unit
Hall of Justice
Knox Street, Port of Spain, Trinidad
Telephone: (868) 628-8529 ext 2329
cpiu@tllawcourts.org

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JUDICIARY TRINIDAD AND TOBAGO



Judicial Research Assistants Programme

“In partnership with Judicial Officers toward the delivery of timely and fair justice in Trinidad and Tobago”

JUDICIARY TRINIDAD AND TOBAGO

What does a Judicial Research Assistant do?

A Judicial Research Assistant (JRA) assists Judges, Masters, Registrars and Magistrates during courtroom proceedings, drafts judgements and otherwise assists the Judicial Officer in the performance of his or her judicial function.

The duties and responsibilities of a JRA include:

- Researching legal issues
- Drafting judgments and legal opinions
- Preparing legal briefs
- Editing and proofreading the orders and opinions of the Judicial Officer
- Checking authorities and statutes cited in briefs and conducting independent legal research
- Corresponding on behalf of the Judicial Officer with other Court Officials and personnel and with Attorneys-at-Law

Judicial Research Assistants are assigned to Judges, Masters, Registrars and Magistrates for individual assignments or for a designated period.

Efforts are made to vary the assignments during the period of the contract to ensure the JRA benefits from as wide an experience in the courts as possible.

How can a JRA Benefit from this Experience?

The Judiciary offers an invaluable opportunity to the JRA to intimately explore the judicial system interacting with Judges, Masters, Registrars, Magistrates, Court staff and administrators. The JRA is also privy to the Judiciary's internal processes.

The JRA will hone his or her research and writing skills while being exposed to diverse experiences in the legal profession. The JRA will have the opportunity to form close bonds with outstanding Judges, Masters, Registrars and Magistrates who will be happy to pass on valuable life and career lessons.

Why become a JRA?

- Improved research and writing skills
- Insight into the thought process that goes into judicial decisions
- Opportunity to develop mentor relationships with Judicial Officers
- Learning good (and bad) litigation skills; what a Judge wants/does not want
- Exposure to different areas of law
- Privy to Judiciary's internal processes

Are there Opportunities for Training?

Judicial Research Assistants will receive training in a number of areas of the law as well as training in research methods and judgement and report writing. Training seminars have been presented in the past on various areas of criminal and civil laws.

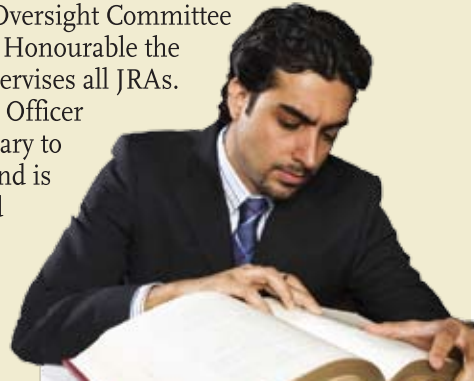
What is the Selection Process?

Applications will be examined by a selection panel which comprises, Judges of the Court of Appeal and the High Court and the Director of Court Library Services.

Applicants who meet the requirements will be interviewed, and if successful, offered contract employment for three years. Terms and conditions are established by the Chief Personnel Officer. All JRAs during the course of the programme are subject to annual evaluations. Further employment on contract is based on these reviews.

What is the role of the Management Committee?

A Management Oversight Committee appointed by the Honourable the Chief Justice supervises all JRAs. The Senior Legal Officer acts as the Secretary to the Committee and is accessible should JRAs have any concerns.



Salary and Entitlements

A Judicial Research Assistant will receive a monthly salary and travel allowance fixed by the Chief Personnel Officer.

A JRA is entitled to twenty (20) working days vacation leave per year, 14 days sick leave annually, and a 20% gratuity at the end of the contract period.

A JRA is also entitled to a maximum loan of \$140,000 at 6% per annum for the purchase of a motor vehicle with tax exemption on the said purchase.

What are the Qualifications for the Post of Judicial Research Assistant?

- A Bachelor of Laws Degree with at least upper second class honours;
- A Legal Education Certificate;
- Evidence of having been admitted to practise as an Attorney-at-Law in the courts of the Commonwealth Caribbean;
- Superior legal research skills;
- Knowledge of the Courts;
- Good writing skills
- Appropriate word processing skills.



What Personal Qualities are required of a JRA?

- An ability to plan, organize and execute a number of tasks;
- A commitment to professionalism in the workplace;
- An ability to portray an appropriate level of respect and regard for seniors;
- An enquiring mind with sound analytical skills and high levels of personal and professional initiative;
- An understanding for the need of confidentiality that must be observed in working in the judicial environment;
- A sense of tact.