



The Judiciary
of
the Republic of
Trinidad and Tobago

Administrative Careers

- Court Records Manager II
- Court Records Manager I
- Administrative Records Registrar
- Court Records Preservation Assistant
- Court Data Entry Clerk
- Court Records Officer
- Court Records Supervisor
- Judicial Education Assistant
- Hospitality Attendant
- Office Assistant
- Family Court Orderly
- Intake Officer
- Field Officer
- Judicial Support Officer
- Judicial Office Clerk
- Judiciary Secretary



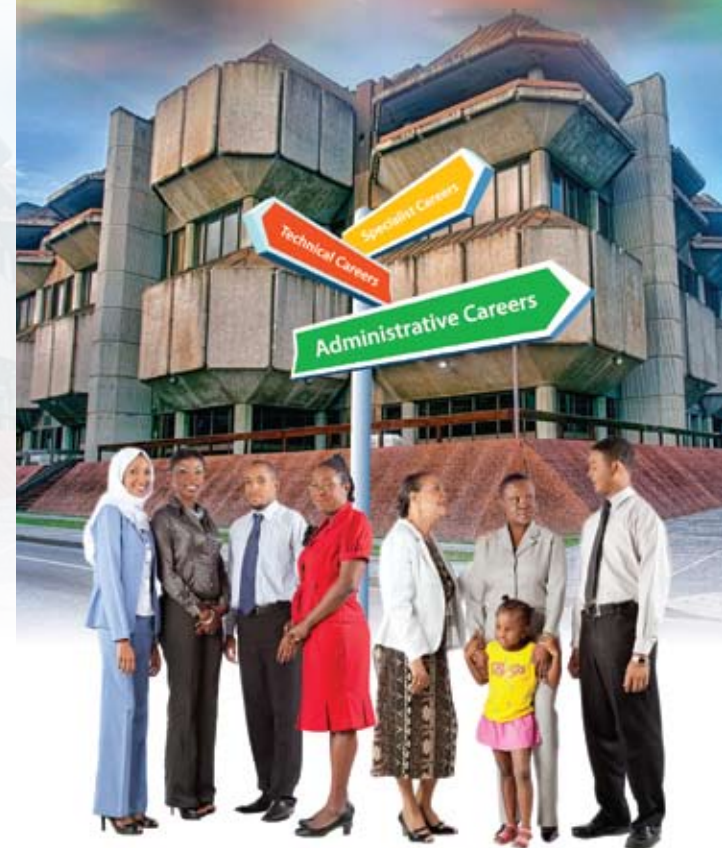
APPLYING & SEARCHING FOR JOBS

To apply or search for jobs available in the Judiciary visit our website at www.ttlawcourts.org or email recruitment@ttlawcourts.org

The Judiciary offers you a number of opportunities within our Court Administrative Units:

- Accounts & Investments
- Building, Plant & Equipment
- Library Services
- Protocol & Information
- Reporting Services
- Finance & Accounting
- Human Resources
- Information Technology
- Internal Audit
- Office Management
- Planning
- Records Management
- Research & Statistics
- Security

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INTRODUCTION

The career opportunities at the Court are as diverse as the community we serve. When people think of working in the judicial system, they usually think of Judges and attorneys, but opportunities abound beyond the courtroom. Whether you are just starting your career or a seasoned employee seeking a new challenge the Judiciary of the Republic of Trinidad and Tobago offers you many opportunities in which to grow, learn and fulfil your greatest potential.

Opportunities exist in **Administrative, Technical and Specialist** areas. Administrative Personnel provide much needed support to ensure the efficient administration of justice. Here are just a few possibilities within the Administrative field:

Area Court Managers

Area Court Managers assist in the administration of the Courts. Managers are involved in decision making, preparation of budgets and implementation of departmental policies with respect to which they are assigned. They often liaise with other Government Ministries/Departments to coordinate maintenance activities of judicial facilities.

Executive Administrative Support Officer

This officer assists the Court Executive Administrator with administrative duties associated with Court Administration. The Executive Administrative Support Officer liaises with members of the administrative team including Personal Secretaries, Clerical Officers and other administrative support staff to ensure the successful implementation of all activities related to Court Administration.

Court Communication Officers

Court Communication Officers are responsible for the implementation of the communication programmes of the Judiciary. They are intimately involved in the development of public education material such as, brochures, information booklets, website content, newsletters and other internal publications.

Court Protocol and Customer Relations Co-ordinator

The Court Protocol and Customer Relations Coordinator is responsible for co-ordinating and supervising duties in relation to court protocol and facilitatory services. The Coordinator also supervises the Court Customer Service Centres and manages events that are germane to the functioning of the Courts.

Administrative Coordinator

This individual provides administrative support for records management in the Judiciary. The records of key personnel are coordinated by the Administrative Coordinator including the Head of the Records Management Unit, the Court Executive Administrator and the Deputy Court Executive Administrator.

Court Planning Officer

The Court Planning Officer is part of the Planning Unit and assists in the preparation of Judiciary's major capital expenditure programmes. The Officer also assists in the monitoring of various projects and develops policies and guidelines for the work of the organisation.

There are many other administrative career opportunities available in the Judiciary including:

- **Personal Secretary to the Chief Justice**
- **Personal Administrative Assistant**
- **Business Operations Assistant**
- **Court Planning Officer**
- **Senior Court Communication Officer**
- **Court Protocol and Customer Relations Officer**
- **Court Customer Relations Representative**
- **Court Operations Assistant**
- **Court Mailroom Supervisor**
- **Court Records Supervisor**

